Océ User Manual

Océ PRISMAsatellite for Office

Installation & Configuration Manual

Océ-Technologies B.V.

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Chapter 1
Overview

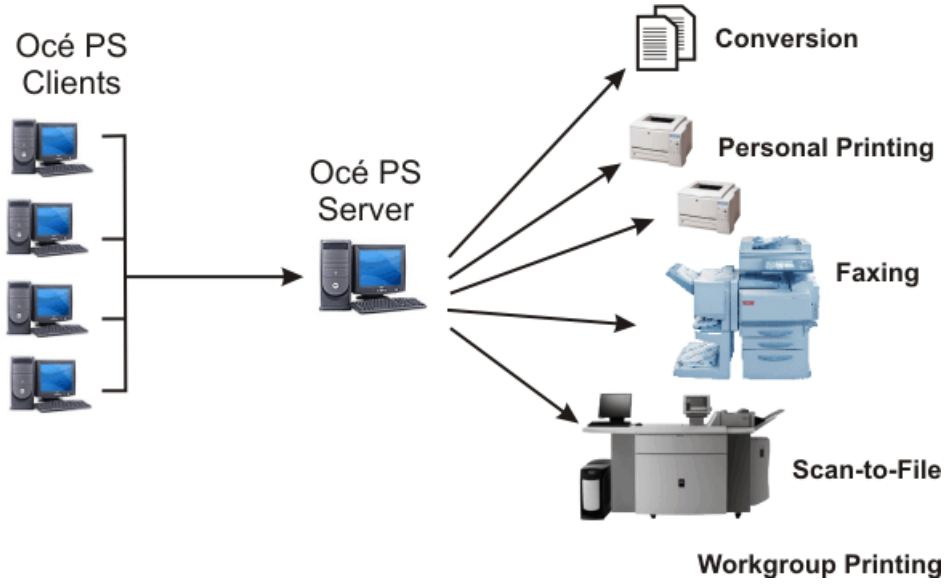
What is Océ PRISMAsatellite for Office

Introduction

Océ PRISMAsatellite for Office is a powerful results-oriented document distribution system that offers the following benefits:

- You can effectively manage multifunction output for the printing, faxing and converting of jobs.
- The graphical interface lets you output and distribute documents according to the specifications you desire with little manual handling.
- Automation of document production and distribution tasks allows for efficient tracking and system management.
- You can accurately determine the cost and administrative resources needed to conduct your business operations.

Recent innovations in computer technology have brought about fundamental changes in the way that information can be created, produced, and distributed. Digital documents, as opposed to hardcopy documents, can be viewed, used, and transmitted in a variety of electronic ways as a result of users being connected to a series of networks that include LANs, WANs, and the World Wide Web. Consequently, for businesses that implement effective electronic document strategies, it is possible to send information virtually anywhere in the world according to any output characteristics they desire.



Océ PRISMAsatellite for Office is a valuable tool for your organization because it:

- Integrates key technology components that are necessary to implement an effective electronic document strategy.
- Provides support for Océ printers and non-Océ printers, while accommodating current and future software and hardware system changes.
- Resolves the problems of output complexity and control that are often associated with other electronic document strategies.
- Promotes a unified corporate document output strategy.
- Makes previously unavailable printing costs visible.

Business Environments for Océ PRISMAsatellite for Office

Océ PRISMAsatellite for Office provides guaranteed cost savings because of its smarter way of printing and its universal printing approach. This approach to printing allows access to both Océ and non-Océ devices, and to color and black-and-white devices.

Departmental networks within a large organization or a complete network in a small organization have varied printing needs that make it difficult to justify the purchase of multifunction copier / printers or durable high-speed printers. Océ PRISMAsatellite for Office provides the routing capability to direct large and small jobs to appropriate devices, tracks job activity for cost accounting and supplies management needs, and offers a simple user interface for faxing and printing.

Large sites often have combinations of departmental networks and in-house print production facilities that require a lot of technical management oversight. Such organizations have large numbers of users and benefit from streamlining their print operations by adopting results-oriented output strategies that automate job routing and distribution.

Océ PRISMAsatellite for Office can improve your printing operations in the following ways:
- Bring multifunction capability, distribution, and printing to the desktop
- Simplify installation and maintenance of network printers
- Minimize user education required to submit jobs to a variety of devices
- Route jobs to low-cost or high-end printers as needed
- Provide capability to create custom reports for cost accounting and resource management
- Increase utilization of investment in equipment
- Save shipping and inventory costs through one interface for distribute-then-print jobs
- Manage multiple server installations

Chapter 2
Server and clients

Server Requirements

Introduction

Océ PRISMAsatellite for Office is designed to run on a Windows® 2003 Server and support job submissions from network and remote client workstations consisting of IBM-compatible PCs and Macintosh computers.

Windows 2003 Server

For optimum system performance, Océ PRISMAsatellite for Office should be installed on a dedicated Microsoft Windows 2003 Server or Advanced Server. Before installing Océ PRISMAsatellite for Office, the server must meet the following (minimum) hardware and software specifications:

- - Internet Information Services (IIS)
- - Internet Explorer version 6 (or later)
- Fax server
- FTP server (for scanning support)
- MS TCP/IP printing service
- - TCP/IP network connection
- Requirements for Email services: MS Outlook or MS Exchange Client
- Adobe Acrobat Reader 6.0 (or later)
- Intel Pentium 4 2.5 GHz
- Memory: minimal 1 GB
- Hard disk: minimal 120 GB, UDMA or U3 SCSI/10000 RPM
- CD-ROM player for installation
- - Minimum recommended screen resolution: 1024x768

Client Requirements

Introduction

This topic describes the requirements for the available Océ PRISMAsatellite for Office clients.

Océ PRISMAsatellite for Office driver

- E-mail: MS Outlook or MS Exchange Client

MS Windows:

- MS Windows 2000 (SP2 or higher, MS IE 6.0 or higher)
- MS Windows 2003
- MS Windows XP
- MS Windows Vista
- Adobe Acrobat Reader 5 or higher
- MS Internet Explorer 6 or higher

Note:
When you use MS Internet Explorer 7.0, you must use Acrobat Reader 7.0.5 or higher.

Apple Macintosh:

- Mac OS 10.2 - 10.3 - 10.4

Terminal Services:

- MS Windows Terminal Services
- Citrix

Note:
Screen resolution: at least 800*600 (1024*748 or more is preferred)

Chapter 3
Site planning

Overview

Introduction

This chapter provides information to help you plan a successful installation of a Océ PRISMAsatellite for Office server.

This chapter contains:
- An example of a small company installation
- An example of a large corporate installation.

Note:
The actual installation steps are presented later in this documentation.

Plan the installation

Océ PRISMAsatellite for Office is designed to support departmental/workgroup printing at the office level. This environment is characterized as follows:

Environments

Environment	Description
Multiple workgroups	Each workgroup has its own set of printers.
No operator	The Océ PRISMAsatellite for Office server is responsible for intelligently auto-routing jobs to the best-fit printer.
Multiple locations	To prevent print jobs from being auto-routed an unreasonable distance from the end-user, the printers for each workgroup are organized into centrally-located 'Areas'.

An office environment usually consists of some sort of physical space, such as an office building or a floor of an office building. This physical space is occupied by one or more logical groups of users. Each group of users utilizes a small group of printers.

As it turns out, it doesn't matter whether your company consists of 100 or 20,000 employees, or whether your company occupies a single floor of an office building or 10 office buildings - the employees can always be broken down into small groups of users, that use small groups of printers.

Small Company Example

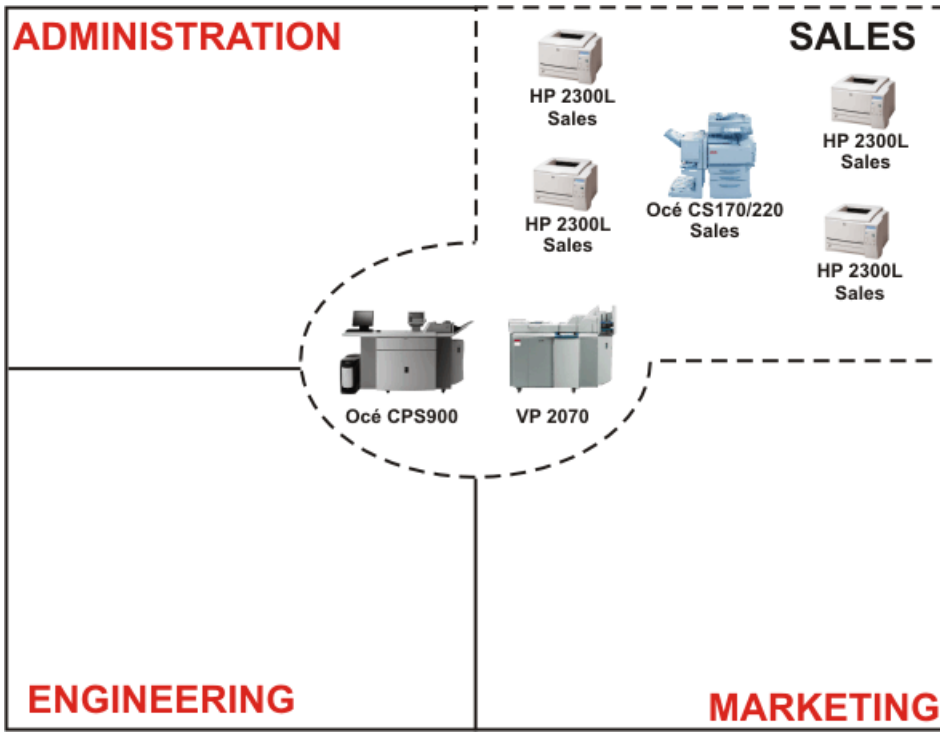
Introduction

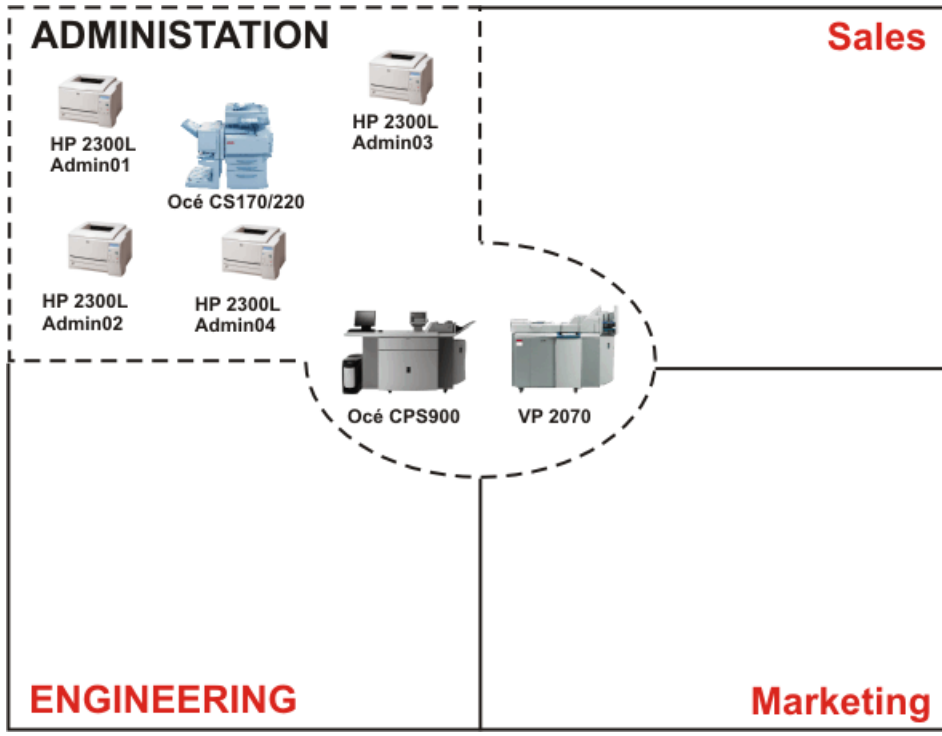
Let's look at a small company with 100 employees occupying an entire floor of an office building. Physically, the office space is divided into four areas, one for each department:

- Administration
- Sales
- Marketing
- Engineering

Small company

Each department consists of approximately 25 individuals, 4 small printers and 1 midrange printer in each department. There is also a high-volume printer and a large color printer centrally located on the office floor, used by all departments, as shown in the following drawings.


ADMINISTRATION
SALES
HP 2300L
Sales
HP 2300L
Sales
Océ CS170/220
Sales
HP 2300L
Sales
HP 2300L
Sales
Océ CPS900
VP 2070
ENGINEERING
MARKETING



For this small company, it makes the most sense to define the printer groups based upon departmental boundaries. On the Océ PRISMAsatellite for Office server, printers are organized into groups using 'locations'. In this example, four locations would be required, and each location would consist of 7 printers.

Locations

Location	Description
Administration	HP 4000 - Admin01 HP 4000 - Admin02 HP 4000 - Admin03 HP 4000 - Admin04 Océ 3140 - Admin Océ 3165 Océ CPS 700

Location	Description
Sales	HP 4000 - Sales01 HP 4000 - Sales02 HP 4000 - Sales03 HP 4000 - Sales04 Océ 3140 - Sales Océ 3165 Océ CPS 700
Marketing	HP 4000 - Mktg01 HP 4000 - Mktg02 HP 4000 - Mktg03 HP 4000 - Mktg04 Océ 3140 - Mktg Océ 3165 Océ CPS 700
Engineering	HP 4000 - Eng01 HP 4000 - Eng02 HP 4000 - Eng03 HP 4000 - Eng04 Océ 3140 - Eng Océ 3165 Océ CPS 700

The locations listed above are well designed, because:

they each contain a wide variety of printers with a variety of capabilities (stapling, 2-sided, etc.).
they each contain a mixture of small, medium and large black & white printers.
they each contain a color printer

One of the most powerful features of Océ PRISMAsatellite for Office is its ability to automatically route print jobs to the best-fit printer within a location. For example, a small print job would be routed to the HP 4000 nearest to the user, while medium print jobs would be routed to an Océ 3140 mid-range printer. Large print jobs and color print jobs would be automatically routed to the printers located in the center of the building.

To accomplish this auto-routing, three main Océ PRISMAsatellite for Office settings are utilized. One of these settings resides on the Océ PRISMAsatellite for Office server, while the other two settings reside within the Océ PRISMAsatellite for Office driver on the user's workstation

Auto-routing Settings

Setting	Description
Page threshold	This device setting on the server is used to limit the size of print jobs that a given printer can process. It is used to guarantee that large print jobs are not sent to small printers. In general, small printers have low thresholds and large printers have high thresholds.
Location	This Océ PRISMAsatellite for Office client setting is used to select the user's location. For example, a user sitting in the sales department would select 'Sales' as their location.
Printer	This Océ PRISMAsatellite for Office client setting is used to select the nearest printer to an individual. In our example, this would be the nearest HP 4000.

Let's look at the printers within the 'Sales' location, and their recommended server-based settings

Sales Location

Printer	Page threshold
HP 4000 - Sales01	1-25 pages
HP 4000 - Sales02	1-25 pages
HP 4000 - Sales03	1-25 pages
HP 4000 - Sales04	1-25 pages
Océ 3140 Sales	1-50 pages
Océ 3165	Unlimited
Océ CPS 700	Unlimited

Note:
If you specify the 'Page threshold' make sure that the 'Minimum pages' option is set to '1'.

Let's look at the 'Location' and 'Printer' settings for two of the users in the 'Sales' department. Again, these settings are found in the user's Océ PRISMAsatellite for Office driver:

Sales Location

User	Location	Printer
Jim	Sales	HP 4000 - Sales01
Linda	Sales	HP 4000 - Sales02

When the driver-based settings listed above are combined with the server-based settings, the desired print job routing is achieved, as described below:

Jim's small print jobs (up to 25 pages) are routed to his 'Printer' (HP 4000 - Sales01).
Linda's small print jobs (up to 25 pages) are routed to her 'Printer' (HP 4000 - Sales02)
Jim and Linda's medium print jobs (26-50 pages) are routed to the mid-range printer (Océ 3140 - Sales), because the jobs are too large to be printed on the 'Printer'.
Jim and Linda's large print jobs (larger than 50 pages) are routed to the high-volume printer (Océ 3165), because the jobs are two large to be printed on the 'Printer'.
Jim and Linda's color print jobs are routed to the color printer (Océ CPS 700) because it is the only color printer in the 'Sales' location.
None of Jim and Linda's print jobs would be routed to printers outside of the 'Sales' location.

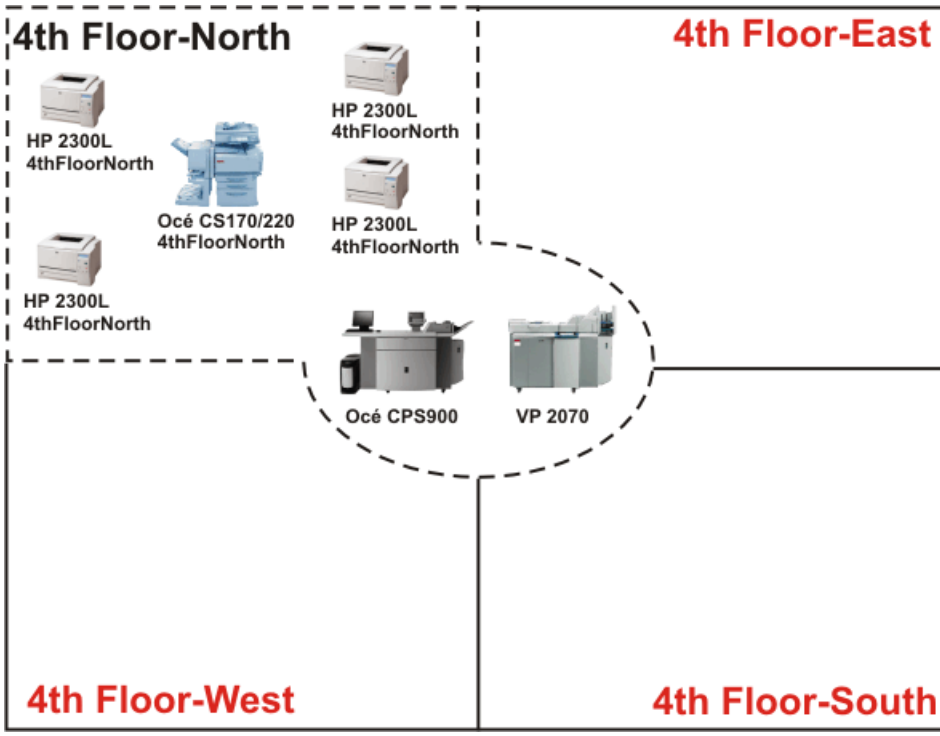
As it turns out, people like their small jobs to be printed nearby. Users are willing to walk a little farther to pick up their medium-sized print jobs, if the printer is faster and has more capabilities. And for large jobs, people are willing to walk even farther to get their print jobs in minutes instead of hours.
To complete the small company example installation, each of the three remaining locations/departments would be configured in the same way.

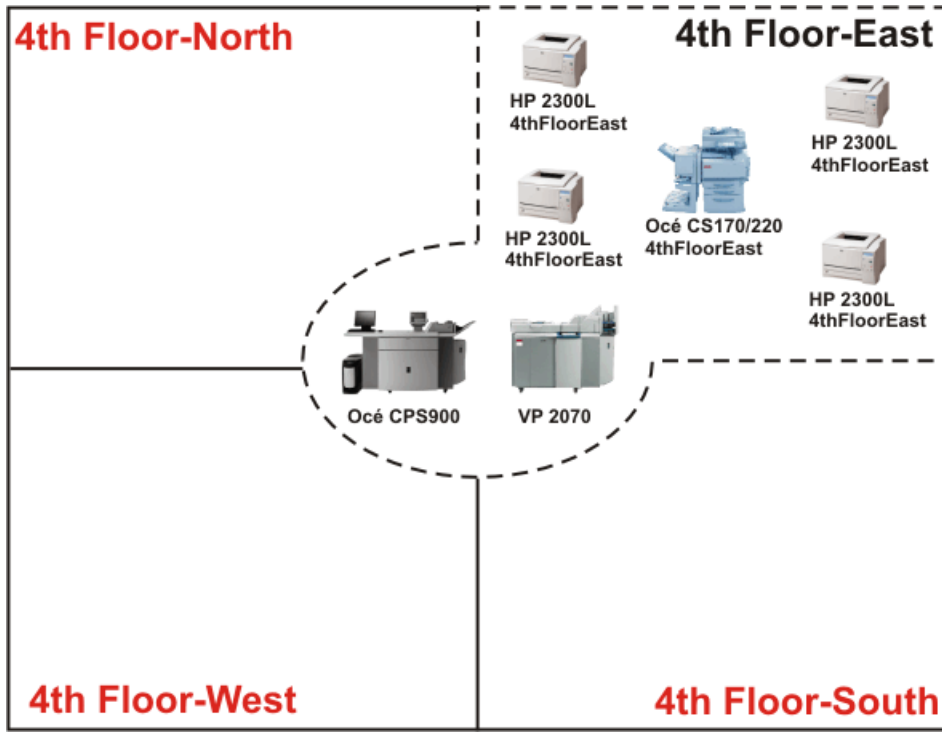
Large Company Example

Introduction

Large companies are handled in the same way as small companies. Let's say the accounting department of a company occupies the 4th floor of an office building. The accounting department consists of 100 employees and 27 physical printers. Just as in the small company example, you might divide the workspace into four areas (locations):

- 4th Floor - North
- 4th Floor - East
- 4th Floor - South
- 4th Floor - West


4th Floor-North
4th Floor-East
HP 2300L
4thFloorNorth
HP 2300L
4thFloorNorth
Océ CS170/220
4thFloorNorth
HP 2300L
4thFloorNorth
HP 2300L
4thFloorNorth
Océ CPS900
VP 2070
4th Floor-West
4th Floor-South



Large company

Other than the actual names of the locations and devices, the Océ PRISMAsatellite for Office server would be set up identically to the small business example.
A single Océ PRISMAsatellite for Office server is designed to manage up to 500 users and up to 100 physical printers. Multiple Océ PRISMAsatellite for Office servers can be used in parallel to manage companies with more employees and/or more printers. For example, Server A could manage floors 1 - 5, while Server B manages floors 6-10. Treat each server installation as if it is a separate company. At the end of the month, merge the accounting information from the two servers into a single database.

Limiting Device Utilization

How to limit device utilization

The default Océ PRISMAsatellite for Office 'out-of-the-box' configuration will allow users to choose their 'Location' and 'Preferred printer' using drop-down lists on the various Océ PRISMAsatellite for Office clients. It is therefore possible for an end-user to select 'Any' location and print on 'Any' printer supported by the server. It is possible to limit the access of a group of individuals to a certain group of printers within a location by modifying the printer security settings.

Intelligent routing

Introduction

You can enable or disable 'Intelligent routing' via the Server properties.
When you enable 'Intelligent routing', the device that processes the job will be selected dynamically. You can specify a 'Location' and a 'Printer' within the Océ PRISMAsatellite for Office driver. When you select 'Any' for location, all available devices will be considered by the 'Intelligent routing' mechanism.

The way a device is selected depends on:

- **A device capability check**
  This step checks if a device has the required capabilities to process the job. This capability check is done for each device that belongs to the specified location or for all devices location is specified as 'Any'. Devices that are currently paused will not be checked.
- **A device affinity check**
  For all devices that have 'passed' the capability check, a device affinity check is performed. An affinity is a specified 'feature' within the job settings that is not really necessary but that would be appreciated if supported. The affinity checklist is used to check all devices one by one. The 'best' suitable device will then be used to process the job.

Dynamic device selection

Intelligent routing

Stage	Description
Device capability check	

Stage	Description
	■ **Enable Intelligent Routing (*)** The device must be configured as 'Enable intelligent routing' so that a job can be routed to it. ■ **Color (*)** The device must support the job specified color (Monochrome/CMYK). ■ **Duplex** The device must support the job specified side features (1-Sided Front / 1-Sided Back ShortEdge (for Covers) / 1-Sided Back Long Edge (for Covers) / 2-Sided ShortEdge / 2-Sided LongEdge). ■ **Side Switching enabled** The device must be able to change the side feature (i.e. from OneSidedFront to TwoSidedFlip) if requested by the job. ■ **Allowed user (*)** The device must be accessible by the end-user ('Access' tab of the printer properties). ■ **Page threshold (*)** The device may be configured with a 'Page threshold' feature. This defines the page number range (x-y) for which the device may be selected. If a document has n pages and must be printed t times, the device will be selected if (n*t) is between x and y. ■ **Media (*)** The device must support all requested Media, except for the media used for unprinted back or front covers, or for inserts. ■ **Advanced Paper Handling (APH) enabled** The device must enable the 'APH' if Media changes or printed covers are requested by the job. Please note that a list of printers that support APH is available. ■ **Océ Mailbox** The device must support the 'Océ Mailbox' feature if it is requested by the job. If a password is specified for the job, a check is made to verify whether the device supports it. After the capability check, one of the following situations is possible: * There are no devices in the resulting list. In this case the job is reported as unassignable. The reason for which the device may not be selected for the job is displayed for each device. The reason may be one of the following:

Stage	Description
	- The device is not accessible by the job submitter - This device does not support one of the selected Media - This device does not support the specified color - The number of pages does not match the device page threshold - The device does not support AutoRouting - The device does not support Advanced paper handling - The device does not support Duplex mode switching - 2-sided Mode is not supported by the device or incompatible with some specified Media. * If only one device remains after the capability check, this device is used for the job. * If more devices are capable of handling the job, affinity check will determine the most suitable device. *Note:* Capabilities marked with (*) can be specified using the device configuration. The other capabilities are internally set by the device itself. Please note that there is no specific order in which the capabilities are checked.

Stage	Description
Device affinity check	

Stage	Description
	■ **APH inserts/unprinted covers** The number of inserts and unprinted covers that the device supports is determined. The devices with the higher number are selected. ■ **Finishing** The number of finishing features that the device supports is checked. The devices with the higher number are selected. The following is checked for each finishing feature: - Stapling: the stapling type (Booklet, Side). In case of Side Stapling, the number of supported stitches is also checked against the request. - Binding the binding type (Wire / Glue / Tape) is checked. - Collating: a check is made to ensure the device supports the requested Collating value. - HoleMaking: a check is made to ensure the device supports the requested Collating value. - Folding a check is made to ensure the device supports the requested Collating value. ■ **Preferred device** if the preferred device is still in the list, it will be used. ■ **Location** If 'local' and 'remote' (i.e. Proxy devices) devices are available, 'local' devices are preferred. ■ **Device availability** An 'Idle' device is preferred. If no device is idle, a device in 'running' status is used. ■ **Device priority** For each device within a location you can specify the 'priority' (for that device within the selected location). The 'priority' setting is checked at this stage. The device that has the highest 'priority' will be used. ■ **MimeType** The device which supports the MimeType of the job will be used. ■ **Speed** The device that has the highest speed will be used. ■ **Least recently used** If multiple devices are still available, the device that was least recently selected is used. This check makes sure that if several devices are able to process the job, an 'implicit load balancing' will be performed.

Stage	Description
	Note: The order of the 'device affinity check' is important. It is performed in the order above. Each affinity check will keep the best devices from the device list. When only one device is left this device will be used and the remaining affinity checks are not performed.

Chapter 4
Server preparation and installation

Overview

Introduction

This chapter describes how to install and configure the Océ PRISMAsatellite for Office server.

Before you begin

Before you install the Océ PRISMAsatellite for Office software on your server, please check if the following items and information is available:

The Océ PRISMAsatellite for Office CD-ROM.
A domain user account with sufficient privileges in order to have access via this account to network shared resources (printers, shared directories). Your Network Administrator can designate a special domain user account, for example 'Psat4office', with sufficient privileges.
This user account should have access to user account definitions for the Océ PRISMAsatellite for Office user management (should be a member of the local admin group).
A name, phone number and email address of the Océ PRISMAsatellite for Office Administrator.
A destination folder for the 'Program files' and for 'Data' (jobs, temps, …).
Network addresses and queue names of the printers that will be controlled by the Océ PRISMAsatellite for Office server.
The Océ PRISMAsatellite for Office server has to be a member of the domain.
The Océ PRISMAsatellite for Office License file.
The 'Release notes', available on the Océ PRISMAsatellite for Office CD-ROM.

Installation and configuration

To install Océ PRISMAsatellite for Office software and configure the main features of the server, follow these general steps. Some will not be necessary, depending on your site:

Install Windows 2003 Server
Install Internet Explorer 6 (or higher)
Apply any other Windows 2003 updates and security patches
Install Océ PRISMAsatellite for Office
License the server
Configure the server for Remote Clients
Configure the server for Macintosh Clients
Configure Fax services
Configure Scan services

After completing the steps for installation and general configuration, you can use to following steps in the next chapters to implement a site strategy.

Remotely Control the Server

Introduction

To manage the server remotely, the 'Remote Desktop' component of the Windows 2003 Server operating system will provide remote administration. Remote Desktop gives System administrators a method of remotely administering member of the Windows 2003 Server family from any client device over a LAN, WAN, or dial-up connection.

Remote Desktop

Please refer to the Microsoft Windows 2003 documentation for configuring the 'Remote Desktop'.

Prepare the server

Installing Required Components

Introduction

To install Océ PRISMAsatellite for Office on the MS Windows 2003 server, the following components are required:

- Recent Windows 2003 updates
- Internet Information Server

Note:
Screen resolution: at least 800*600 (1024*748 or more is preferred)

This topics describes how to install these required components.

How to update the Windows 2003 server

1. Click 'Start' - 'Windows Update'.
   The 'Windows Update' window will appear.
2. Click 'Scan for updates'.
   When the scan is completed, the 'Pick updates to install' window will appear.
3. Select the updates to install and click 'Review and install updates'.
   The 'Total Selected Updates'
4. Click 'Install now' to install the selected updates.

How to install Internet Information Server

1. Click 'Start'- 'Programs' - 'Administrative Tools' - 'Manage Your Server'.
   The 'Manage Your Server' dialog will appear.
2. Click 'Add or remove a role'.
   The 'Configure Your Server Wizard' dialog will appear.
3. Click 'Next' to continue.
   The Server Role overview will appear.
4. Select 'Application server (IIS, ASP.NET) and click 'Next'.
   The 'Application Server Options' overview will appear.
5. Select 'Enable ASP.NET' and click 'Next'.
   The 'Summary of Selections' overview will appear.
6. Click 'Next' to continue.

To install the selected options, the MS Windows 2003 CD-ROM may be required. When the installation is completed, the 'This Server is Now an Application Server' dialog appears.

7. Click 'Finish' to complete the installation.

Installation checklist

Introduction

Use this checklist to validate the server environment and the server that you will use to install the Océ PRISMAsatellite for Office software on. This list cannot cover all requirements but should help you prevent some of the problems that may occur during installation. The current installation procedure will not be able to detect all requirements automatically.

Installation check List

1. The recent Windows 2003 updates must be installed.

Note:
Make sure that .NET V2.0 is **not** installed.

2. IIS, FAX and ASP.NET must be installed.
3. If IIS was already installed, it may be possible that the 'anonymous' user is not allowed.
   Click 'Administrative Tools' in 'Internet Information Service (IIS) Manager' - 'Web Sites' - 'Default Web Site' - ' Properties'.
   Select 'Directory Security'.
   Edit the 'Authentication and access control' and enable the 'anonymous' access.

Note:
Note that the default value after IIS installation is: 'Anonymous allowed'.

4. It may occur (in secured environments) that the Windows 'Guest' group has no permissions at all.
   In this case, the two IIS users (IUSR_<machinename> and IWAM_<machinename>) should be included in the Windows 'users' group and removed from the Windows 'Guest' group.
5. The 'COM+ system application' service should not have the start-up type 'Disable'.
   It must be either 'Manual' or 'Automatic'.
6. The installation procedure must be performed using a 'Domain user' account that has 'Administrator' permissions on the local system. The user which will be used at the installation window also needs 'Administrator' permissions.
7. The DNS configuration must be correct.
   To check that, start a command prompt and execute the command 'nslookup <machinename>'.
   The result is the IP address.
   Execute the same command with the IP address instead of the machine name, the result must be the machine name.

Try again with the command PING.
In each case, the correct IP address or machine name must be returned.
Contact the Network Administrator in case of other results.

8. The Port 80 (IIS) and 445 (SOAP) must be available and should not be blocked by a firewall.
9. Since it is not possible yet to 'upgrade' the server installation, after a Océ PRISMAsatellite for Office un-install, it may be good to clean the path '<InstallPSAT_Program_Dir>/PRISMAsatellite'.
   In the same way, on IIS, the Océ PRISMAsatellite for Office folder must be suppressed too on the 'Default Web Site' folder .
10. On the 'Local area network LAN settings' ('Internet Explorer' - 'Tools' - 'Internet options' - 'Connection' - 'LAN Settings'), the property 'Bypass Proxy server for local address' must be set to allow Reports from the Administrator Console.

Creating and Configure the PSAT4office User

Introduction

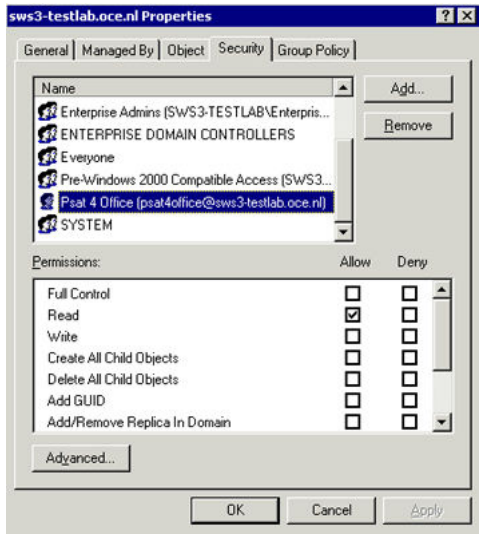
Before you install Océ PRISMAsatellite for Office on the server you are advised to create a Domain User called 'PSAT4office'. This user should be able to access resources on the Windows Domain.
Use this 'PSAT4office' user while you install the Océ PRISMAsatellite for Office software on the server when the 'Windows Domain' and 'Windows user name' is required.

The 'PSAT4office' user will be used to:

- Start the 'Océ JDF Framework service'.
- Perform User Management for importing users from directory service (via LDAP).
- Use existing Windows print services.

Create and configure the PSAT4office user

1. Add the 'PSAT4office' user to the local admin group of the Océ PRISMAsatellite for Office server.
2. Add it to the security list at the root of the domain with read access.



[6] PSAT4office User

Install the Windows 2003 fax and FTP service

Introduction

Fax devices are any devices used to send a document to another location via a phone line or dial-up modem connection. Fax devices typically print a document once it is received, although fax cards in computers store received faxes as files. When fax devices are selected as output devices, files are sent through the system to another fax machine or computer with a fax card.
Fax Distribution is included in Océ PRISMAsatellite for Office. It allows the client workstation to access fax output functions from the Océ PRISMAsatellite for Office driver interface and allows fax modems to be defined as fax output devices on the Océ PRISMAsatellite for Office server.

Fax distribution provides the following features:

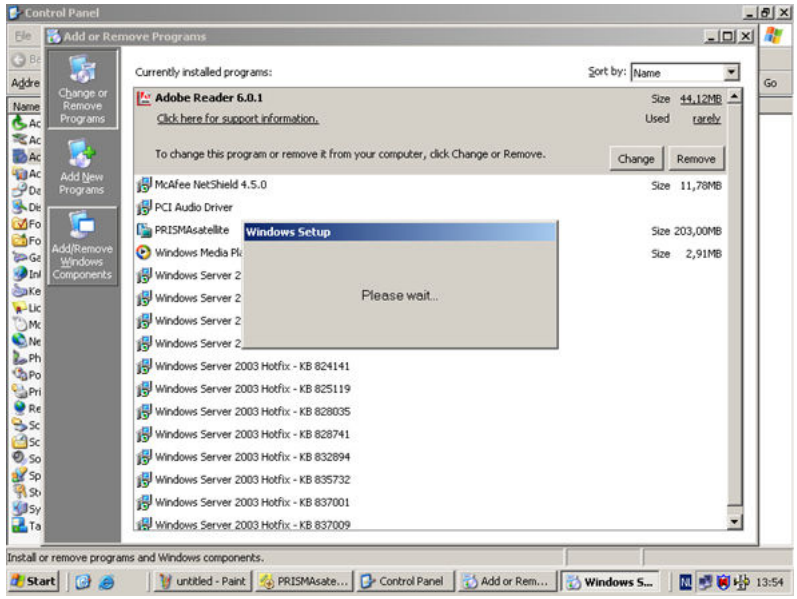
- Single and broadcast faxing
- Fax transmissions in normal and fine modes
- Time and date scheduling
- Supports a wide range of fax modems (including 1.0, 2, and 2.0 Class modems) and various multifunction devices
- Automatic generation of fax cover pages

To be able to receive scanned images from your Océ printers you need to configure the FTP service.

How to install the Windows 2003 fax service

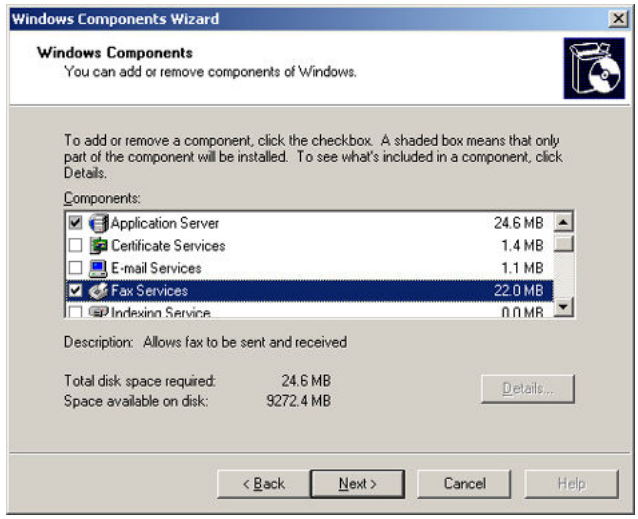
1. Click 'Start' - 'Settings' - Control Panel'.
2. Click 'Add or remove programs'.

3. Click 'Add/remove Windows components'.



[7] Add/remove Windows components

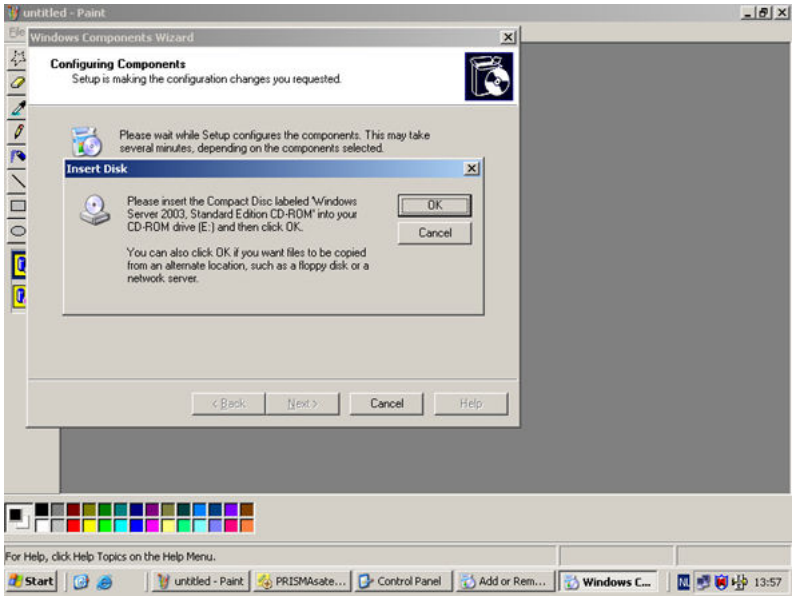
The 'Windows components wizard' dialog will appear.


Windows Components Wizard
Windows Components
You can add or remove components of Windows.
To add or remove a component, click the checkbox. A shaded box means that only part of the component will be installed. To see what's included in a component, click Details.
Components:
Application Server 24.6 MB
Certificate Services 1.4 MB
E-mail Services 1.1 MB
Fax Services 22.0 MB
Indexing Service 0.0 MB
Description: Allows fax to be sent and received
Total disk space required: 24.6 MB
Space available on disk: 9272.4 MB
Details...
< Back
Next >
Cancel
Help

[8] Windows components wizard

4. Select 'Fax services' and 'FTP service' (Application server - IIS).
5. Click 'Next'.
6. Select 'Do not share the fax printer' and click 'Next'.

The installation process will start.


untitled - Paint
Windows Components Wizard
Configuring Components
Setup is making the configuration changes you requested.
Please wait while Setup configures the components. This may take several minutes, depending on the components selected.
Insert Disk
Please insert the Compact Disc labeled 'Windows Server 2003, Standard Edition CD-ROM' into your CD-ROM drive (E:) and then click OK.
You can also click OK if you want files to be copied from an alternate location, such as a floppy disk or a network server.
OK
Cancel
< Back
Next >
Cancel
Help
For Help, click Help Topics on the Help Menu.
Start
untitled - Paint
PRISMAsate...
Control Panel
Add or Rem...
Windows C...
13:57

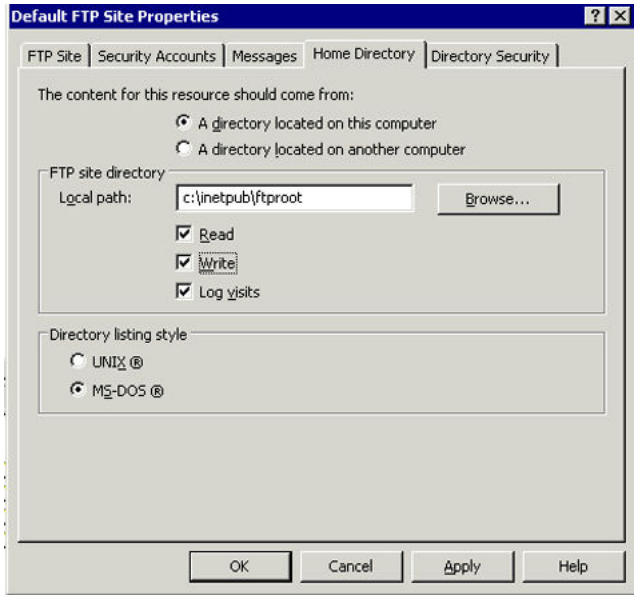
[9] Insert the Windows 2003 CD-ROM

Note:
You may need your Windows 2003 CD-ROM here.

[10] Finish the procedure

7. Click 'Finish' to complete this procedure.
8. Start the 'IIS Manager' (Right-click 'My computer' - 'Manage').

9. Right-click the 'Default FTP site' and click 'Properties'.
10. Make sure that you specify 'Write' access to the 'FTP site directory'.



[11] FTP site directory

11. Click 'OK' to close the dialog.

Install and configure the server software

Installing Océ PRISMAsatellite for Office on the Server

Introduction

Wherever possible, Océ PRISMAsatellite for Office should be installed on a dedicated Windows 2003 server. It is recommended that you perform a fresh installation of Windows 2003 Server to guarantee that the required services and options have been correctly installed. If you need to prepare your Server for installation, see the previous section.

Before you begin

Before you install the Océ PRISMAsatellite for Office software on your server you should have the following items and information available:

- The Océ PRISMAsatellite for Office CD-ROM.
- A user account with administrator privileges (if needed, your Network Administrator can designate a special user account with administrator privileges.
- Network addresses and queue names of the printers that will be controlled by the server.
- A domain user account with sufficient privileges to access resources, for example ''Psat4office'. This user account should have access to user account definitions for the Océ PRISMAsatellite for Office user management (should be a member of the local admin group).
- The Océ PRISMAsatellite for Office license file.

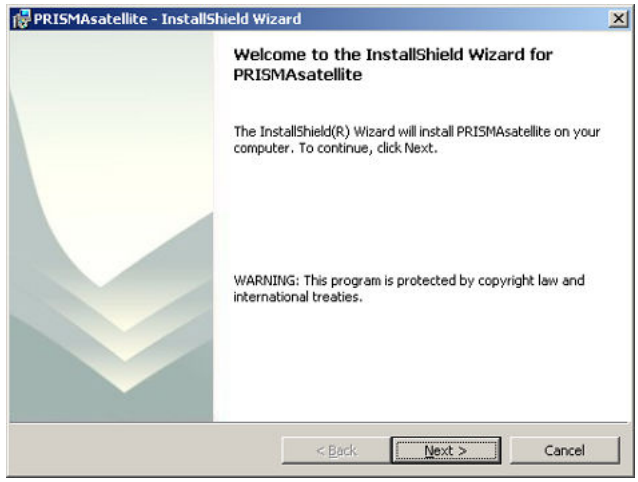
How to install Océ PRISMAsatellite for Office on the server

1. Insert the Océ PRISMAsatellite for Office installation CD-ROM in the CD-ROM drive. The 'Choose Setup Language dialog' will appear

[12] Choosing the Setup Language

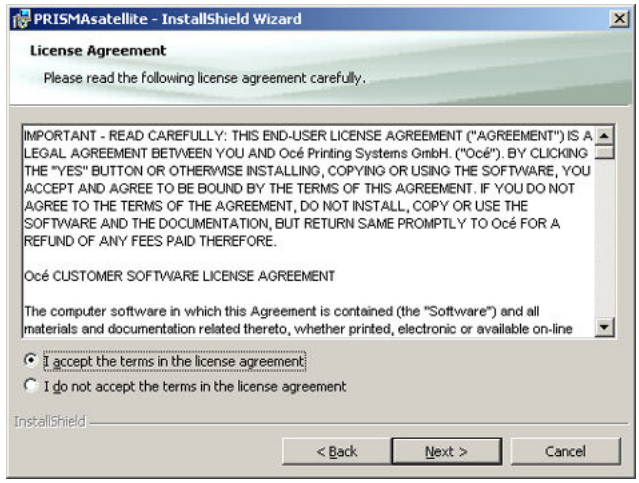
2. Select the required language and click 'OK'.

The InstallShield Wizard dialog will appear.


PRISMAsatellite - InstallShield Wizard
Welcome to the InstallShield Wizard for PRISMAsatellite
The InstallShield(R) Wizard will install PRISMAsatellite on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

[13] InstallShield Wizard

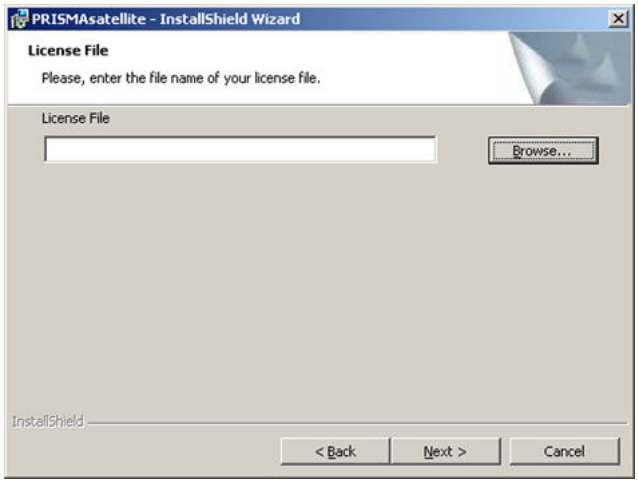
3. Click 'Next' to continue.
The License Agreement dialog will appear.


PRISMAsatellite - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
IMPORTANT - READ CAREFULLY: THIS END-USER LICENSE AGREEMENT ("AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU AND Océ Printing Systems GmbH. ("Océ"). BY CLICKING THE "YES" BUTTON OR OTHERWISE INSTALLING, COPYING OR USING THE SOFTWARE, YOU ACCEPT AND AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THE AGREEMENT, DO NOT INSTALL, COPY OR USE THE SOFTWARE AND THE DOCUMENTATION, BUT RETURN SAME PROMPTLY TO Océ FOR A REFUND OF ANY FEES PAID THEREFORE.
Océ CUSTOMER SOFTWARE LICENSE AGREEMENT
The computer software in which this Agreement is contained (the "Software") and all materials and documentation related thereto, whether printed, electronic or available on-line
I accept the terms in the license agreement
I do not accept the terms in the license agreement
InstallShield
< Back
Next >
Cancel

[14] License Agreement

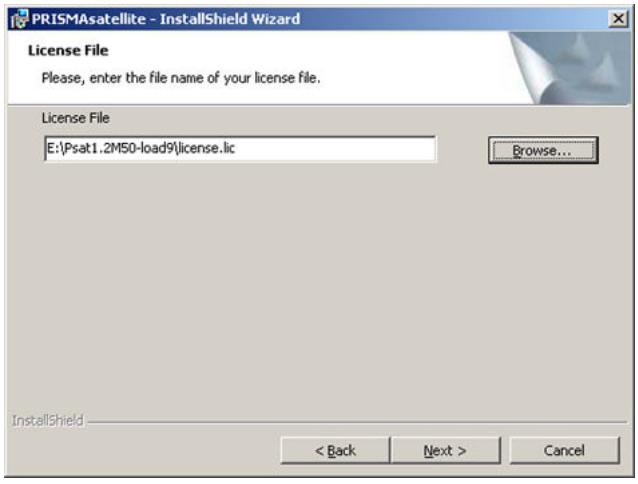
4. To accept the license agreement, select 'I accept the terms in the license agreement' and click 'Next'.

The 'License file' dialog will appear



[15] License File

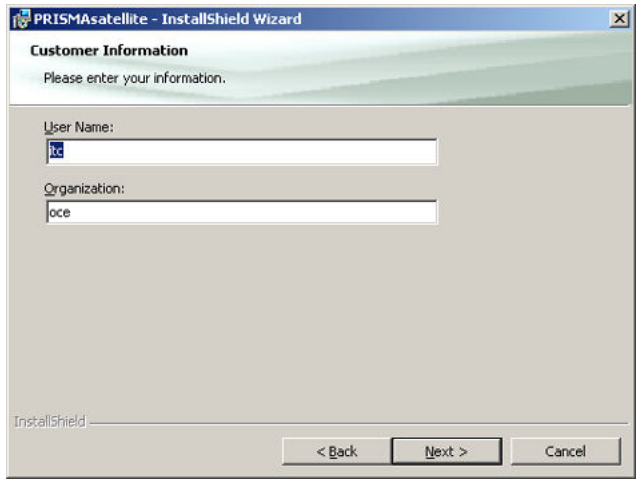
5. Click ' Browse...' to select the license file (license.lic) and click ' Open'.



[16] Screen

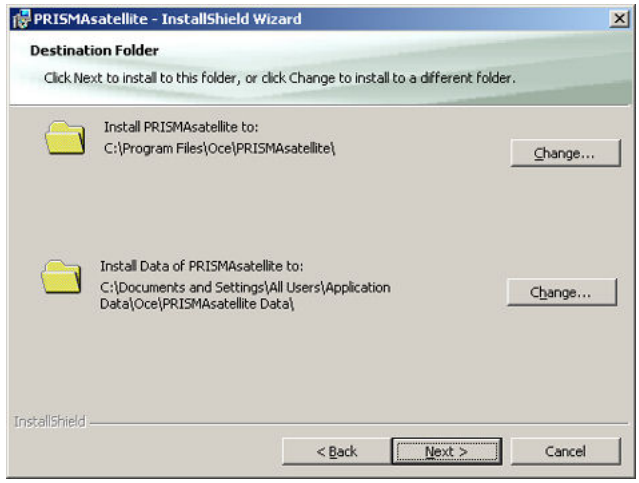
6. Click 'Next' to continue.

The 'Customer Information' dialog will appear



[17] Customer Information

7. Fill in the customer information and click 'Next'.
The 'Destination Folder' dialog will appear.

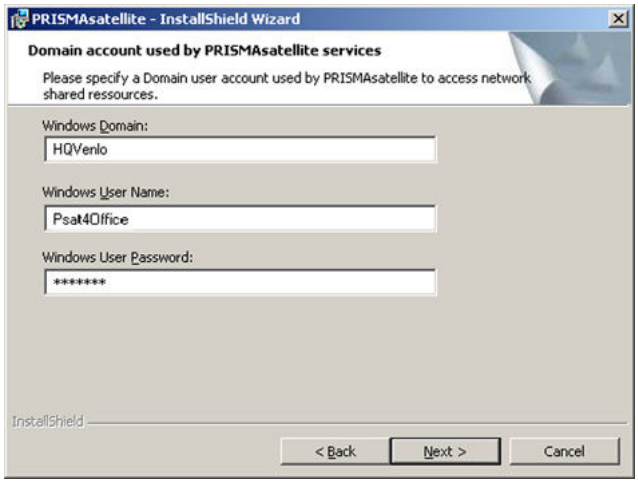


[18] Destination Folder

The destination location is the folder where Océ PRISMAsatellite for Office will be installed.

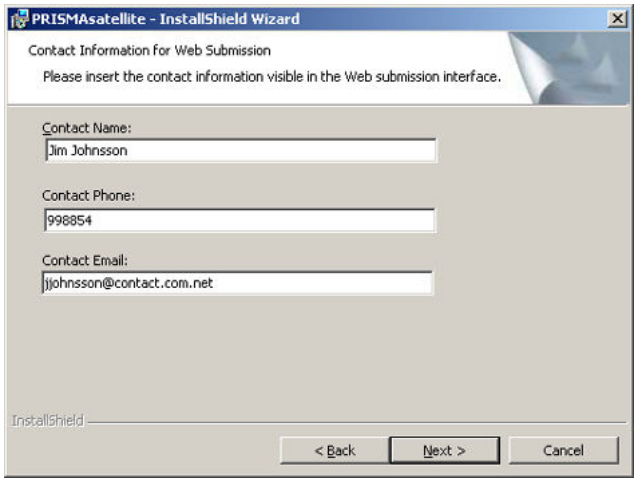
8. Click 'Change....' to change the default installation folder.
9. Click 'Next' to continue.

The 'Domain account' dialog will appear.



[19] Domain Account

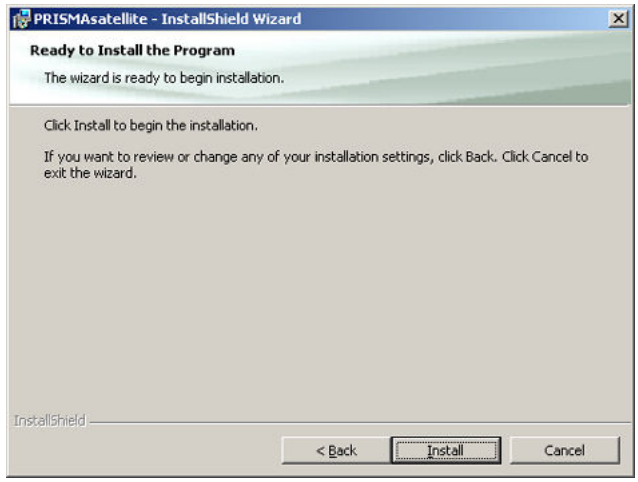
10. Specify the:
    - Windows Domain (for example ' HQVenlo')
    - Windows User name (for example 'Psat4Office')
    - Windows User password
11. Click 'Next' to continue.
12. The 'Contact information' dialog will appear.



[20] Contact Information

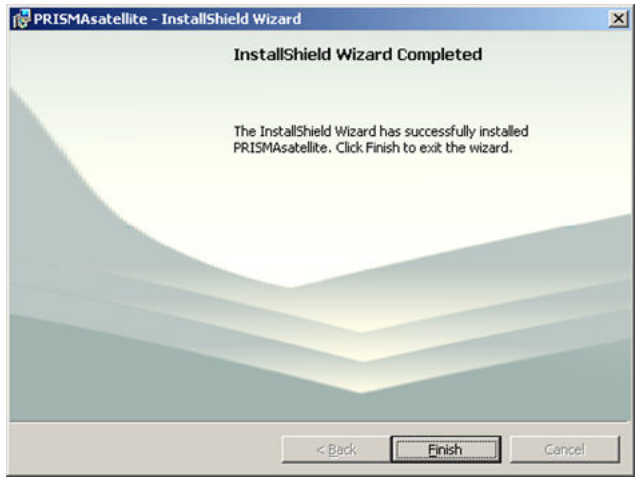
13. Enter the Contact name, phone number and Email address of the Océ PRISMAsatellite for Office Administrator.
14. Click 'Next' to continue.

The 'Ready to Install the Program' dialog will appear.


PRISMAsatellite - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

[21] Installing the Program

15. Click 'Install' to start copying the files to the server.
When the file transfer is completed, the 'InstallShield Wizard Complete' dialog appears.
16. Click 'Finish' to complete the installation procedure.


PRISMAsatellite - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed PRISMAsatellite. Click Finish to exit the wizard.
< Back
Finish
Cancel

[22] Finishing the Procedure

17. Restart the server.

Configure server properties

Introduction

The 'General' tab shows information about your Océ PRISMAsatellite for Office configuration, such as product name, version and language. It also shows you more information about the type and expiration date of your license.
The 'Reports' dialog allows you to specify general server settings.
Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
Click 'Properties' to start the 'Reports' dialog.

Note:
You are advised to install the (optional) OCR software before you create the link between the Océ PRISMAsatellite for Office server and the OCR software. When you create this link, all end-users will be able to click the 'OCR Conversion' button from their 'Personal Document Space'.

Server properties

The following server properties are available:

- General
- Licensing
- Jobs
- Documents
- Email
- Services
- Clients

Configuring Océ PRISMAsatellite for Office Items

Introduction

If you have installed the Océ PRISMAsatellite for Office software and have configured the 'Server properties', you have to configure the Océ PRISMAsatellite for Office items. You are advised to configure the items in the order below:

Configure Océ PRISMAsatellite for Office items

- *'Add Media'* on page 137
- *'Adding and Configuring a Printer'* on page 145
- *'Adding a Location'* on page 160
- *'Importing Windows Groups'* on page 205
- *'Importing Windows Users'* on page 197
- *'Hot Folders'* on page 176
- *'Office Scanning'* on page 187
- *'Passthrough Ports'* on page 181
- *'Passthrough Devices'* on page 165

Note:
When you have configured all Océ PRISMAsatellite for Office items you are advised to backup your configuration:
'Backing Up and Restoring the Server Configuration' on page 107

Uninstalling Océ PRISMAsatellite for Office from the Server

Introduction

This procedure shows you how to uninstall Océ PRISMAsatellite for Office from the server.

How to uninstall Océ PRISMAsatellite for Office from the server

1. Click 'Start' - 'Control Panel' - 'Add or Remove Programs'.
2. Select 'PRISMAsatellite' and click 'Remove'.
   A confirmation dialog will appear.
3. Click 'Yes' to continue.
   The Océ PRISMAsatellite for Office software will be removed from your server.

Note:
You are advised to remove the installation folder (by default C:\Program Files\Oce\PRISMAsatellite) and the data folder (by default C:\Documents and Settings\All users\Start Menu\Programs\Oce).

Upgrading Océ PRISMAsatellite for Office on the Server

Introduction

The procedure shows you how to upgrade an Océ PRISMAsatellite for Office server. First you have to uninstall the prior version. After that you have to install the new version using the same paths.

Note:
Please don't manually remove any files from the server.

How to upgrade Océ PRISMAsatellite for Office on the server 2.0 to 2.1

Attention:
The procedure shows you how to upgrade an Océ PRISMAsatellite for Office server from version 2.0 to version 2.1.
First you have to uninstall version 2.0. After that you have to install version 2.1 using the same paths.
Please don't manually remove any files from the server.

1. Click 'Start' - 'Control Panel' - 'Add or Remove Programs'.
2. Select 'PRISMAsatellite' and click 'Remove'.
   A confirmation dialog will appear.
3. Click 'Yes' to continue.
   The Océ PRISMAsatellite for Office software will be removed from your server.
4. Insert the Océ PRISMAsatellite for Office version 2.1 installation CD-ROM in the CD-ROM drive.
5. Install Océ PRISMAsatellite for Office version 2.1 using the same paths that were used for version 2.0.

Install the Océ PRISMAsatellite for Office OCR Module

Introduction

You are advised to install the OCR module on another computer (MS Windows XP or MS Windows 2003 server). The OCR conversion is a time and resources consuming process that can affect the overall performance of the Océ PRISMAsatellite for Office server (when installed on the same server).
The Océ PRISMAsatellite for Office OCR Module installation is available on the Océ PRISMAsatellite for Office CD-ROM.

Note:
You are advised to install the OCR software before you create the link between the Océ PRISMAsatellite for Office server and the OCR software. When you create this link, all end-users will be able to click the 'OCR Conversion' button from their 'Personal Document Space'.

Before you begin

Prerequisites

- MS Windows 2003 server / MS Windows XP service pack 2.
- ASP .NET support.
- .NET Framework 1.1.
- IIS on MS Windows 2003 server or MS Windows XP.
- Please make sure that the Océ PRISMAsatellite for Office server (with which the OCR module is interacting) has been started.
- Port '80' has to be opened manually in the firewall.
  Note
  For MS Windows XP SP2, the port '80' must be open in order to prevent a Firewall access denied. Use the Firewall configuration to configure this.
- The system must be clean of any previous installation of the Océ PRISMAsatellite for Office OCR Module.
- When you install the OCR Module you need the following information:
  - A destination folder for the Program Files <INSTALLProgram_PATH> and
  - For transient processed files <INSTALLData_PATH

Install the Océ PRISMAsatellite for Office OCR Module

1. Enter the Océ PRISMAsatellite for Office CD-ROM.
2. Cancel the installation of the server.
3. Browse the CD-ROM and open the “PRISMAsatellite OCR Module” folder.

4. Double-click 'Setup.exe' to start the Océ PRISMAsatellite for Office OCR Module installation.
5. Use the instructions on the screen to install the software.

Un-install the Océ PRISMAsatellite for Office OCR Module

1. Click 'Start' - 'Control Panel' - 'Add or Remove Programs'.
2. Select 'PRISMAsatellite OCR Module' and click 'Remove'.
3. If you want your machine for a clean re-install, also remove the <INSTALLProgram_PATH>\OCRModule folder and the <INSTALLData_PATH> folder.

Install the Océ PRISMAsatellite for Office Job template editor

Introduction

The Océ PRISMAsatellite for Office Job template editor installation is available on the Océ PRISMAsatellite for Office CD-ROM.

Note:
You are advised to install the Océ PRISMAsatellite for Office Job template editor software after you have installed the Océ PRISMAsatellite for Office server software.

Before you begin

- The system must be clean of any previous installation of the Océ PRISMAsatellite for Office Job template editor.
- When you install the Océ PRISMAsatellite for Office Job template editor you need the following information:
  - A destination folder for the Program Files <INSTALLProgram_PATH>.

Install the Océ PRISMAsatellite for Office Job template editor

1. Enter the Océ PRISMAsatellite for Office CD-ROM.
2. Cancel the installation of the server.
3. Browse the CD-ROM and open the “PRISMAsatellite Template Editor” folder.
4. Double-click 'Setup.exe' to start the Océ PRISMAsatellite for Office Job template editor installation.
5. Use the instructions on the screen to install the software.

Un-install the Océ PRISMAsatellite for Office Job template editor

1. Click 'Start' - 'Control Panel' - 'Add or Remove Programs'.
2. Select 'PRISMAsatellite Template Editor' and click 'Remove'.
3. If you want your machine for a clean re-install, also remove the '<INSTALLProgram_PATH>\TemplateEditor' folder.

Note:
You are advised to un-install the Océ PRISMAsatellite for Office Job template editor software before you un-install the Océ PRISMAsatellite for Office server software.

Configure Email services

Specify the Email settings

Introduction

The 'Email' tab allows you to configure the Email settings.
Specify these settings to allow the Océ PRISMAsatellite for Office driver users who don't have 'Microsoft Outlook®' installed, to use the 'Email' option.
In stead of 'Microsoft Outlook®' the SMTP server will be used to send Email from the Océ PRISMAsatellite for Office driver.

Note:
In Océ PRISMAsatellite for Office V2.0, the Email settings are configured on the 'System' tab.

How to specify the Email settings

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click 'Properties' and select the 'Email' tab.
3. Specify the IP address of the SMTP server.
4. Specify the user name and password to log on to the SMTP server.
5. Specify an 'Administrator Email' address that will be used in the 'From' field of the Email.
6. Click 'OK' to save the changes that you have made.
7. Click 'User Management' - 'Users'.
8. Right mouse-click the user that you specified in step 5.
9. Click the 'Details' tab and specify the Email address that you used in step 5.

How to specify the Email settings (V2.0)

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click 'Properties' and select the 'System' tab.
3. Specify the IP address of the SMTP server.
4. Specify the user name and password to log on to the SMTP server.
5. Specify an 'Administrator Email' address that will be used in the 'From' field of the Email.
6. Click 'OK' to save the changes that you have made.
7. Click 'User Management' - 'Users'.
8. Right mouse-click the user that you specified in step 5.
9. Click the 'Details' tab and specify the Email address that you used in step 5.

Configure Fax services

Native Fax Support on the Océ PRISMAsatellite for Office Server

Fax support

Océ PRISMAsatellite for Office is supporting Océ MFD devices with Fax options. To add and configure a fax device, please use the same procedure as for printing devices within the Administration console. For fax devices, the fax capabilities need to be set along with the print capabilities in the device specific tab of the 'Device Configuration' dialog.

Note:
Please note that, by default, groups of users are not allowed to fax. To allow them to fax, click 'Océ PRISMAsatellite for Office Administration' - 'User Management' - 'Groups'. Right click the group that you want to allow faxing and click 'Properties'. Select the 'Enable Fax Section' option.

Configure Scan services

Configure Scan Support

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. Create and configure an 'Office scanning' port to receive these files.

Scanned files that are submitted with an invalid 'Scan code' are not accepted. These scanned files will be removed from the Office scanning folder.

Note:
When files are removed from an Office scanning folder, this is logged in the Event log.

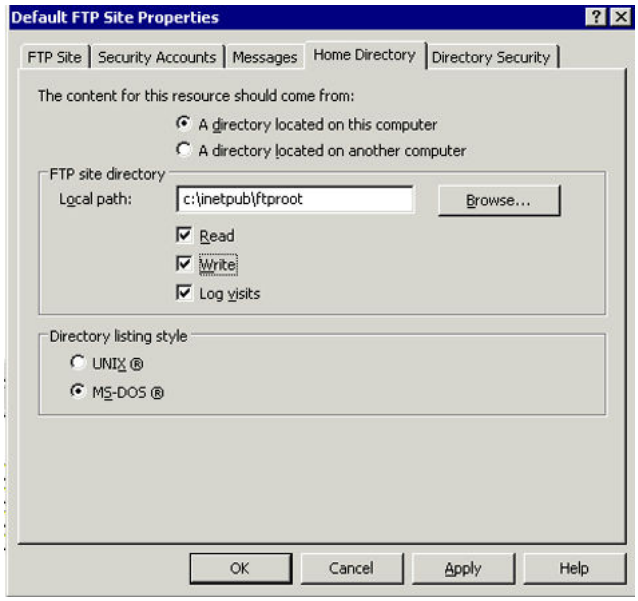
How to configure scanning support

1. Make sure that the Océ printer has scanning capability.
2. Create an Océ PRISMAsatellite for Office 'Scan profile' file.
   Use the following settings for the 'Scan profile':
   - Name : PRISMAsatellite on <servername>
   - Format: PDF
   - Resolution: 600dpi or 300dpi
   - Application: PSATSCAN
   - Max Digits: 8
   - Min Digits: 1
   - Instruction: Enter your scan code
   - Confirm: Yes

Note:
Please refer to the engine's documentation on how to create a 'Scan profile'.

3. Identify the folder on the server that the Océ printer is using to store scanned files.
4. Specify the 'Server' settings:
   - The Host name or IP address of the Océ PRISMAsatellite for Office server.
   - The user name used to log on to the Océ PRISMAsatellite for Office server. Use the 'PSAT4office' user for this.
   - The Destination folder is the location where the scan files will be stored.
   - The Password for the 'PSAT4office' account.

5. Configure an FTP server on your network to accept scanned images from your Océ printer and place them into a directory that the Océ PRISMAsatellite for Office server can access.
   Make sure that you specify 'Write' access to the 'FTP site directory'.



[23] FTP Site Directory

6. Add and configure a new Office scanning port on the Océ PRISMAsatellite for Office server to accept scanned files from the FTP server.

Assign Scan codes to registered users

Introduction

Assigning Scan codes to individual users can be a time-consuming process. Océ PRISMAsatellite for Office offers an easy (batchwise) way to assign Scan codes to registered users.

You can assign Scan codes to registered users:

- Use the 'Command line' and specify a User account and a Scan code.
- Use the 'Command line' and specify the location of the CSV file.

Note:
The tool used to assign Scan codes is located in the Océ PRISMAsatellite for Office\bin folder.

General syntax

ModifyUser /un /pw [/user] [/scancode] [/csv]

In all cases, you have to provide an Océ PRISMAsatellite for Office Administrator user account and password to be able to modify the PRISMAsatellite configuration. The other parameters are optional.

- /un : The Océ PRISMAsatellite for Office Administrator user account.
- /pw : The password of the Océ PRISMAsatellite for Office Administrator user account.
- /user : The Océ PRISMAsatellite for Office user account to modify. It must be used with the [/scancode] parameter.
- /scancode : The scan code to associate to the user account. It must be used with the [/user] parameter.
- /csv : The complete path to the CSV file.

The use of the tool without parameter or with the parameter "/?" will display a short help.
The parameters [/user] and [/scancode] can't be used together with the parameter [/csv] in the same command. On the other hand, the [/user] and [/scancode] must be used within the same command.
If a parameter contains one or more spaces or a '&', you have to put the value between double quotes.

CSV file format

The CSV file is a comma separated file. It authorizes comments beginning by the ";" character so these lines will not be taking into account while processing the file. Each data line has to be formatted like this:
account_name,scan_code

A Océ PRISMAsatellite for Office account name can contain commas. To ensure that no error occurs while processing the file, each comma in the Océ PRISMAsatellite for Office user account must be preceded by a '\' character. The Scan code has to be a number.

CSV example
#PRISMAsatellite CSV file start
user1,100
user2,101
user3,102
user4@DOMAIN,103
user'5,104
user 6,105
user\,7,106
#PRISMAsatellite CSV file end

Examples

- ModifyUser /un administrator /pw administrator_pw /user user1 /scancode 100
- ModifyUser /un administrator /pw administrator_pw /user user4@DOMAIN /scancode 103
- ModifyUser /un administrator /pw administrator_pw /user user'5 /scancode 104
- ModifyUser /un administrator /pw administrator_pw /user "user 6" /scancode 105
- ModifyUser /un administrator /pw administrator_pw /user user,7 /scancode 106
- ModifyUser /un administrator /pw administrator_pw /csv c:\PRISMAsatellite.csv
- ModifyUser /un administrator /pw administrator_pw /csv "c:\PRISMAsatellite administrator\PRISMAsatellite.csv"

How to assign Scan codes to registered users

1. Start the Windows 'Command line'.
2. Type 'ModifyUser .....' to start the tool.

Note:
Please refer to the examples above for more information.

Result

Possible errors

- Logon error due to a wrong Océ PRISMAsatellite for Office Administrator user account / password.
- The logged user on is not a Océ PRISMAsatellite for Office Administrator.
- The user account to modify does not exist.
- The CSV file does not exist.
- There is an encoding error in the CSV file.

Use the Océ PRISMAsatellite for Office Scan-to-file features

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. Create and configure an 'Office scanning' port to receive these files.

Scanned files that are submitted with an invalid 'Scan code' are not accepted. These scanned files will be removed from the Office scanning folder.

Note:
When files are removed from an Office scanning folder, this is logged in the Event log.

Before you begin

In order to use the 'Office scanning' function with Océ PRISMAsatellite for Office, each end-user should request a 'Scan Code' from the Océ PRISMAsatellite for Office administrator.
This code is displayed, if available, by the Océ PRISMAsatellite for Office client, in the 'Personal Document Space' title bar.

How to use Océ PRISMAsatellite for Office Scan-to-file features

1. Scan a document on an Océ PRISMAsatellite for Office printer/scanner and use the Océ PRISMAsatellite for Office 'scan profile'.
2. Use the assigned 'Scan Code' when asked for by the Océ PRISMAsatellite for Office printer/scanner.
   The scanned document (PDF file) will become available on your 'Personal Document Space'.

Chapter 5
Server Configuration

Overview

Introduction

This chapter explains on a component level how to implement your plan. To properly implement your site strategy, follow these general steps:

- Configure the server system properties.
- Create and test print devices.
- Create and populate locations.
- Establish relationships between devices within the location and test relationships.
- Special preparations for using Océ PRISMAsatellite for Office clients.

Configuration

After completing the steps for implementing a site strategy, Océ PRISMAsatellite for Office software should be set up for the users for detailed information and procedures.

The following procedures provide instructions for the tasks listed above.

Configure server system properties

Configure the personal document space

Introduction

The 'Documents' tab allows you to specify the default documents location. You can also set the maximum number and total size of documents on an Océ PRISMAsatellite for Office end-user's 'Personal Document Space'.

How to configure the Personal document space

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click 'Properties' and select the 'Documents' tab.
3. Use the 'Documents Folder' option to specify the default location of the documents.

Note:
Please note that changing this location afterwards will not copy existing documents to the new location. The new location will be used for new converted documents.

4. Specify the 'Maximum number of documents'.
5. Specify the 'Maximum allowed disk space' for all documents on a Océ PRISMAsatellite for Office end-user's 'Personal Document Space'.
6. Click 'OK' to save the changes that you have made.

Configuring Archiving

Introduction

The 'Services' tab allows you to specify the Archive settings.

When you configure the 'Archive' option on the Océ PRISMAsatellite for Officeserver, Océ PRISMAsatellite for Office users can archive documents from their 'Personal document space'. The 'Archive' option will start 'PRISMAarchive'. Before the documents are archived, end-users have to specify the index attributes.

Note:
Please note that Océ PRISMAsatellite for Office does not provide any options to search or retrieve archived documents. Use the 'PRISMAarchive' web interface for these actions.

How to configure archiving

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click 'Properties' and select the 'Services' tab.
3. Enable option 'Archiving enabled' and define the 'Océ PRISMAarchive' server name here.

Create and populate device locations

Configuring and Testing Locations and Printers

Introduction

When end users print to Océ PRISMAsatellite for Office, they want to print to convenient printers most of the time, until they have a job with special requirements. Then they want this job completed quickly and on the most effective printer. Carefully planned 'locations' allow Océ PRISMAsatellite for Office not only to auto-route jobs and balance workloads, but also to print jobs at a location convenient to end users.

Locations should contain printers with different capabilities as well as back-up printers to handle work overflow. In order to best utilize all existing equipment, the back-up printers may be the primary printers in a different location by making copies of the printers.
Locations group a specific set of printers together for Océ PRISMAsatellite for Office to use when auto-routing jobs. These printers should be conveniently located to end users. Locations are chosen in the client's 'Location' field, and their 'Printer' must in turn be one of the printers in their locations.

How to configure and test locations and printers

1. Create devices.
   For more information refer to the 'Printers' section.
2. Create a location.
3. Use the 'Devices in this location' section to add devices to that location.
4. Use the Océ PRISMAsatellite for Office driver and select the specific location.
5. Submit some jobs with multiple job settings and check whether the printers within that location can process your jobs.

Configure advanced features

Creating a Link to Océ Doc Works

Introduction

You can create a link to Océ Doc Works by defining a printer of type 'Océ DocWorks Proxy' from the printer collection.

How to create a link to Océ Doc Works

1. Click 'Print and Fax Services' - 'Devices' - 'Printers and Faxes'.
2. In the upper-right pane, right mouse-click and select 'New' - 'Printer'.
   The 'Device Type Selection' dialog will appear.
3. Select 'Base Model' - 'Oce DocWorks Proxy' and click 'OK'.
   The 'Device Configuration' dialog will appear.
4. Select 'Color' from the 'Allowed color types' drop-down box.
5. Specify the 'Page thresholds' settings.
6. Select the 'Enable Intelligent Routing' setting.
7. The 'Connection' tab allows you to set a location where the job description (Job ticket) and the document (PDF file) will be created.
   This location corresponds to a 'Hot folder' that the 'Océ DocWorks Proxy' is monitoring.
8. In addition, select an Océ Doc Works 'Job Definition File'.
   This is your Job description (Job ticket) and will be used to send the document to the Océ DocWorks server.
9. The 'Media' tab allows to register the Océ PRISMAsatellite for Office defined media that is supported by the 'Océ DocWorks Proxy'.

Note:
Use the 'Add...' button to add the supported Media, otherwise the link will not work correctly.

10. Enter the relevant 'Media list' defined in Océ PRISMAsatellite for Office in the 'Manual tray' on the section of the 'Media' tab.
11. The 'Access' tab allows you to specify which end-users will be able to access the 'Oce DocWorks Proxy' device. Use the 'Add users...' or 'Add groups' button to add users or groups to the list.
12. The 'Océ DocWorks Proxy' tab allows you to specify the finishing options that are supported by the Océ Doc Works server.
    Select the 'Advanced Paper Handling' (APH) option if the device must be able to support Media changes within the job.

13. Click 'OK' to confirm the changes.

How to map the Océ PRISMAsatellite for Office ticket to Océ Doc Works

Note:
If you want to map Océ PRISMAsatellite for Office Custom fields to Océ Doc Works, please use this procedure

1. Start the Océ Doc Works 'Job ticket editor'.
2. For each Custom field, create a new item.
   For example:
   Item name: Custom1
   Type: Text, multi line, maximum string length 255
   Tree caption: Océ PRISMAsatellite for Office Custom1 field
   List caption: Custom1
3. Create a new 'Group' item to store the created items.
   For example:
   Item name: Océ PRISMAsatellite for Office
   Type: Group
   Tree caption: Océ PRISMAsatellite for Office custom fields
   List caption: Océ PRISMAsatellite for Office
4. Select the correct view.
5. Drag the new group item into the tree view (left pane).
6. Drag each new item into the list view (right pane).
7. Save the Job ticket definition.
8. Export the Job ticket definition to a path that the Océ PRISMAsatellite for Office server can access.

Result

When a job has been submitted using the 'Oce DocWorks Proxy', the following fields will be used:

Océ Doc Works version 3.5 Job ticket fields

Océ Doc Works version 3.5 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.1 & 2.2
Title	Original document name
Pages	Number of pages in original document

Océ Doc Works version 3.5 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.1 & 2.2
Comments	A description of various options that could not be completely specified by other fields.
ExternalReference	Job ID
ClientVersion	1.2
JobSource	PRISMAsatellite
Model	EC
Owner	The name of the end user
Author	The name of the end user
Company	The company name of the end user
TelephoneNumber	The telephone number of the end user
ComputerName	?
Department	The department of the end user
EmailAddress	The Email address of the end user
EmailWhenJobReady	True
EmailWhenJobReceived	True
Recipient	?
FinishingType	one032staple - single upper left staple two032staples - upper and lower left staples Wire045O045Bind - wire binding
Drilling	2032holes - two holes 4032hole - four holes Other - other hole count indicated in the ' Comments' field

Océ Doc Works version 3.5 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.1 & 2.2
PageProgram	A description of the media changes, un-printed inserts and printed covers. *Note:* This field does not exist in the default Océ Doc Works Job ticket definition. You can add this field using the Océ Doc Works Job ticket editor.
Copies	Number of copies
Duplex	False - 1-sided printing True - 2-sided printing, duplex edge in the 'Comments' field
DocumentMediaSize	Media size, or 'Other' for other Media size indicated in the 'Comments' field. The following values are available: ■ A0 ■ A1 ■ A2 ■ A3 ■ A4 ■ A5 ■ B4 ■ B5 ■ Letter ■ Legal ■ Ledger ■ Foolscap ■ Executive ■ Statement ■ Folio ■ Quarto ■ Monarch ■ LegalSmall

Océ Doc Works version 3.5 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.1 & 2.2
DocumentMediaWeight	Media weight or 'Other' for other Media weight indicated in the 'Comments' field. The following values are available: ■ 65032gram047m2 ■ 80032gram047m2 ■ 120032gram047m2 ■ 170032gram047m2
DocumentMediaColor	Media color, or 'Other' for other media color indicated in the 'Comments' field.
DocumentMediaType	Paper - index or bond paper Transparent - transparency Other - other media type indicated in the 'Comments' field
CoverMediaSize	Media size or 'Other' for other Media size indicated in the 'Comments' field. The following values are available: ■ A0 ■ A1 ■ A2 ■ A3 ■ A4 ■ A5 ■ B4 ■ B5 ■ Letter ■ Legal ■ Ledger ■ Foolscap ■ Executive ■ Statement ■ Folio ■ Quarto ■ Monarch ■ LegalSmall

Océ Doc Works version 3.5 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.1 & 2.2
CoverMediaWeight	Media weight or 'Other' for other Media weight indicated in the 'Comments' field. The following values are available: ■ 65032gram047m2 ■ 80032gram047m2 ■ 120032gram047m2 ■ 170032gram047m2
CoverMediaColor	Media color, or 'Other' for other media color indicated in the 'Comments' field.
CoverMediaType	Paper - index or bond paper Transparent - transparency Other - other media type indicated in the 'Comments' field
FailedMappings	All values that could not be set because the Océ Doc Works field did not exist in the Job Ticket Definition. If this field is not defined, the information is simply lost. *Note:* This field does not exist in the default Océ Doc Works Job ticket definition. You can add this field using the Océ Doc Works Job ticket editor.

Océ Doc Works version 3.6 Job ticket fields

Océ Doc Works version 3.6 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.2
Title	Original document name
Pages	Number of pages in original document
Comments	A description of various options that could not be completely specified by other fields.
ExternalReference	Job ID
ClientVersion	1.2

Océ Doc Works version 3.6 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.2
JobSource	PRISMAsatellite
Model	EC
First name	The first name of the end user
Owner	The last name of the end user
Author	The first and last names of the end user
Company	The company name of the end user
TelephoneNumber	The telephone number of the end user
ComputerName	?
Department	The department of the end user
EmailAddress	The Email address of the end user
EmailWhenJobReady	True
EmailWhenJobReceived	True
Recipient	?
FinishingType	one032staple - single upper left staple two032staples - upper and lower left staples Wire045O045Bind - wire binding
Drilling	2032holes - two holes 4032hole - four holes Other - other hole count indicated in the ' Comments' field
PageProgram	A description of the media changes, unprinted inserts and printed covers. *Note:* This field does not exist in the default Océ Doc Works Job ticket definition. You can add this field using the Océ Doc Works Job ticket editor.
Copies	Number of copies

Océ Doc Works version 3.6 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.2
Duplex	False - 1-sided printing True - 2-sided printing, duplex edge in the 'Comments' field
Printonbothsides	
DocumentMediaSize	Media size, or 'Other' for other Media size indicated in the 'Comments' field. The following values are available: ■ A0 ■ A1 ■ A2 ■ A3 ■ A4 ■ A5 ■ B4 ■ B5 ■ Letter ■ Legal ■ Ledger ■ Foolscap ■ Executive ■ Statement ■ Folio ■ Quarto ■ Monarch ■ LegalSmall
DocumentMediaWeight	Media weight or 'Other' for other Media weight indicated in the 'Comments' field. The following values are available: ■ 65032gram047m2 ■ 80032gram047m2 ■ 120032gram047m2 ■ 170032gram047m2
DocumentMediaColor	Media color, or 'Other' for other media color indicated in the 'Comments' field.
DocumentMediaType	Paper - index or bond paper Transparent - transparency Other - other media type indicated in the 'Comments' field

Océ Doc Works version 3.6 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.2
CoverMediaSize	Media size or 'Other' for other Media size indicated in the 'Comments' field. The following values are available: ■ A0 ■ A1 ■ A2 ■ A3 ■ A4 ■ A5 ■ B4 ■ B5 ■ Letter ■ Legal ■ Ledger ■ Foolscap ■ Executive ■ Statement ■ Folio ■ Quarto ■ Monarch ■ LegalSmall
CoverMediaWeight	Media weight or 'Other' for other Media weight indicated in the 'Comments' field. The following values are available: ■ 65032gram047m2 ■ 80032gram047m2 ■ 120032gram047m2 ■ 170032gram047m2
CoverMediaColor	Media color, or 'Other' for other media color indicated in the 'Comments' field.
CoverMediaType	Paper - index or bond paper Transparent - transparency Other - other media type indicated in the 'Comments' field

Océ Doc Works version 3.6 Job ticket field	Value set by Océ PRISMAsatellite for Office version 2.2
FailedMappings	All values that could not be set because the Océ Doc Works field did not exist in the Job Ticket Definition. If this field is not defined, the information is simply lost. *Note:* This field does not exist in the default Océ Doc Works Job ticket definition. You can add this field using the Océ Doc Works Job ticket editor.

The Océ PRISMAsatellite for Office template editor console

Introduction

The Océ PRISMAsatellite for Office template editor is an application that allows you to manage Job templates for users and groups.
This topic gives you an overview of the Océ PRISMAsatellite for Office template editor console.

The Océ PRISMAsatellite for Office template editor console

Panes
The Océ PRISMAsatellite for Office template editor console contains two major panes. The left-hand pane allows you to select the main elements like 'User management' and 'Work templates'. The right-hand pane contains the element details.

If you select Océ PRISMAsatellite for Office in the left-hand pane, the right-hand pane will show the main actions:

- **User management**
  Allows you to configure templates for 'Users' and 'Groups'.
- **Work templates**
  Allows you to create and configure the work templates.
- **Edit factory template**
  At the very first use of Océ PRISMAsatellite for Office, users do not have a default template. When users submit a job, the Job settings are retrieved from the factory template (a kind of default template for all users). The Océ PRISMAsatellite for Office Administrator can configure this factory template.
  You can use the Océ PRISMAsatellite for Office template editor to apply the factory template to the default template for a group of users This will remove the users' current default template. For the selected group, the current default template will be replaced by the factory template.
- **Apply the factory template to all users**
  Allows you to apply the factory template to the default template for all users This will remove the users' current default template, the current default template will be replaced by the factory template.
- **Apply a work template as specialized template to all users**
  Allows you to add a work template to the list of specialized templates for all users.
- **Delete all specialized templates of all users**
  Allows you to delete all specialized templates of all users.

Menu bar
The 'File' menu bar allows you to add, open and configure a work template, open the 'Configuration' dialog, select a 'Point of Services' and exit the application.
Click the 'Help' menu to open the help file or open the 'About' dialog.

Status bar

The status bar shows the current status of the Océ PRISMAsatellite for Office template editor

It also shows the server that you are connected to

Create additional Input Channels

Specific Hot Folders Issues

Hot folders issues

Hot folders (ports) are set up to monitor specific directories / folders, looking for Océ PRISMAsatellite for Office compatible JDF files. They are used when the input to Océ PRISMAsatellite for Office is file-based. Hot folders can be used for 'Print', 'Convert' and 'Fax' actions.

Hot folders receive two kind of documents for each request with special naming conventions:

A JDF ticket of type Product node

It should comply with the 'Océ JDF Product Node Intent specification'. The JDF ticket must have the same name as the document data, suffixed by ".jdf".

A document data referred to in the JDF ticket

The naming convention is free but must match the file name in the 'FileSpecification node' of the JDF ticket.

Note:

Please refer to the Océ PRISMAsatellite for Office PDK for details about the JDF product specifications.

User Management

Suggested Approach

Windows domain

If a windows Domain' is available in which the relevant user groups have been defined (by department), you are advised to import these groups (and domain users) into Océ PRISMAsatellite for Office.

Users

Introduction

The 'User accounts' section allows you to specify which users can use the Océ PRISMAsatellite for Office driver to send jobs to the Océ PRISMAsatellite for Office server.

'User accounts' allow you to:

- Track jobs send by users and send feedback to the user about the (status of the) job.
- Store and generate accounting information about specific users.
- Print the user information on banner pages.
- Configure access permissions on resources.

User accounts

The User account authenticates the end-user to the Océ PRISMAsatellite for Office server for submission and tracking purposes. The User account is also used to complete 'job settings information', for accounting records and banner page contents.
The User account is used to determine the access to the 'Personal Document Space', user intent templates and modifications of the user preferences.
The Administrator's User account allows system configuration.

User accounts can used to restrict the offered type of services (Print, Fax, PDF conversion), but you are advised to use 'Groups' for this.
User accounts can also used to restrict specific devices and features. For instance, a user account may restrict users from using certain high-quality color printers.

The following types of users can be defined:
1- Imported MS Windows groups / users (local).
2- Océ PRISMAsatellite for Office / local users (mandatory Océ PRISMAsatellite for Office driver users).
3- Domain users (advised).

Linking Windows Users and Groups (local)

Introduction

The User account authenticates the end-user to the Océ PRISMAsatellite for Office server for submission and tracking purposes. The User account is also used to complete 'job intent information', for accounting records and banner page contents.
The User account is used to determine the access to the 'Document space management', user intent templates and modifications of the user preferences.
The Administrator's User account allows system configuration.

User accounts are used to restrict the offered type of services (Print, Fax, PDF conversion). User accounts are also used to restrict specific devices and features. For instance, a user account may restrict users from using certain high-quality color printers.

Océ PRISMAsatellite for Office allows you to organize the user accounts in groups. You can configure services, for example Print, Fax or PDF, to groups. This allows you to offer these services for a big number of users at the same time.

How to link Windows users and groups

1. Click 'User management' - 'Groups'.
2. In the upper-right pane, select the group.
   The 'group configuration' dialog will appear.
3. Select the 'Members' tab.
4. Use the 'Add' button to add users to the group.
5. Click 'OK' to save the changes.

How to import Windows users

1. Click 'User Management' - 'Users'.
2. In the upper-right pane, right mouse-click and select 'Import Windows users'.
   The 'Import Windows' dialog will appear.
3. Select the 'Domain' from the drop-down list.
4. The 'Check names' button allows you to check the end-user accounts within the 'Windows users' field.
5. Click 'Browse...' open the 'Windows users' dialog.
6. Select the users you want to import and click 'Add'.
   The windows users will be added to the 'Windows users import' dialog.
7. Click 'OK' to save the changes.

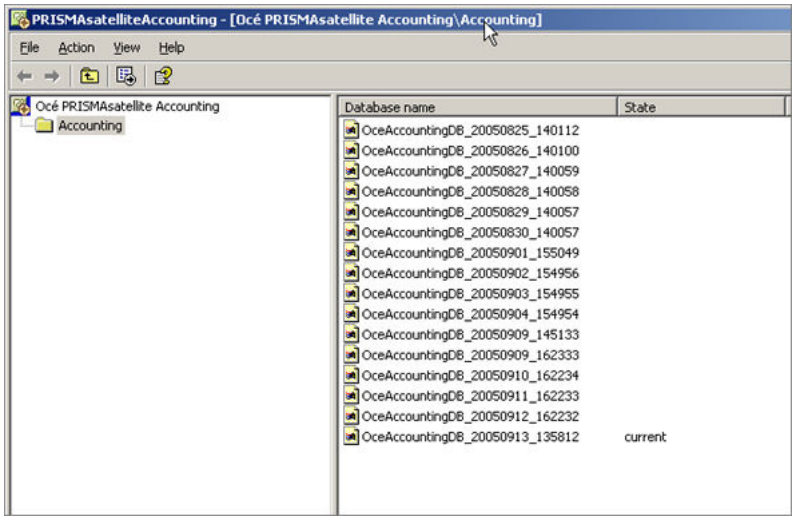
Accounting

Configuring Océ PRISMAsatellite for Office Accounting

Introduction

Océ PRISMAsatellite for Office Accounting is a feature of the Océ PRISMAsatellite for Office software. It allows you to schedule and configure the active Accounting database.

Note:
Click the Océ PRISMAsatellite for Office Accounting shortcut on the desktop to start the application.



[24] Océ PRISMAsatellite for Office Accounting

How to configure accounting

1. Click 'Start' - 'All Programs' - 'Océ' - 'Océ PRISMAsatellite'.
2. Select 'Océ PRISMAsatellite Accounting'.
3. Right mouse-click Océ PRISMAsatellite for Office Accounting in the tree section.
4. Click 'Properties'.
   The 'Accounting Server Properties' dialog will appear.
5. 'Remoting Port'.
   The 'Remoting Port' shows the port number on the server to which the Accounting information is sent to and from which the server is 'listening to'. The value is 9347, you can not modify this setting.

6. Select the 'Database Exchange'.
   The 'Database Exchange' field specifies the period after which an automatic database exchange will be processed. Possible values are 'Daily', 'Weekly' (default) and 'Monthly'. After a database exchange, the old database will still be available on the server.

Note:
To force a database exchange, use the 'Database Exchange' option from the Océ PRISMAsatellite for Office Accounting server menu.

7. To enable tracing on the Océ PRISMAsatellite for Office Accounting server, select 'Record in Trace File'.

Note:
All Océ PRISMAsatellite for Office Accounting files will be located in the 'OceAccounting' folder of the Océ PRISMAsatellite for Office installation path.

Using the Océ PRISMAsatellite for Office Accounting Report Wizard

Introduction

Océ PRISMAsatellite for Office Accounting is a feature of the Océ PRISMAsatellite for Office software. It offers general queries to generate Accounting reports

You can use the information stored on the Océ PRISMAsatellite for Office server to create Accounting reports. The 'Océ PRISMAsatellite for Office Accounting report' offers a step by step possibility to create a customized report.

How to use the Océ PRISMAsatellite for Office Accounting Report Wizard

1. Click 'Start' - 'Programs' - 'Océ' - 'PRISMAsatellite'.
2. Select 'PRISMAsatellite Accounting Report' start the Océ PRISMAsatellite for Office Accounting Report Wizard.

Note:
'AccountingTool.exe' is also located in the 'PRISMAsatellite Accounting Report' folder of the Océ PRISMAsatellite for Office installation folder.

3. Click 'Next' .
   The `Select the server and Accounting data' dialog will appear.
4. Select the 'Server name' for which you want to create the report.
   You can use the server name, as well as its IP address. The default server is the local one. For remote access to the Accounting server database(s), refer to the 'Remote access to Accounting database(s)' section. The server name that you have selected during the previous session is selected automatically but can be changed.
5. Select the 'Report Type' from the drop-down list.
6. Specify a 'From' and 'To' date.
7. In case of an 'Export for CountLogic' you have to select the path where the .csv files will be stored.
8. Click the 'Browse...' button to specify the folder where you want to store the Accounting report(s).
9. Click 'Next' to continue.
   The 'Specify selection criteria' dialog will appear.
10. Select, depending on the report type, the 'Costs File' using the 'Browse...' button.

Note:
The last used 'Costs File' will be used by default. The drop-down list will show the last 8 used Costs files and offers easy selection.

11. Select the 'Device name' from the drop-down list ('Export for CountLogic' only).
12. Select the 'Userid' and the 'Department'.
13. You can specify one or more of the specified 'Custom fields'.
14. Click 'Next' to continue.
    The 'Select the resources and prices' dialog will appear.
15. Select the 'Resource' options (Finishing, Printer and/or Media costs) for which you want to add/modify or suppress the costs and prices values.

Note:
Use the 'Import printer/media names from PRISMAsatellite server' option to make sure that the printer and media names are used correctly within the Accounting system.

16. Click 'Next' to continue.
    The 'Edit Finishing costs and prices' dialog will appear.
17. If necessary, change the current Finishing costs and prices.

Note:
Please make sure that you use the 'Next' button to continue when you make changes to the Finishing costs and prices.

18. Click 'Next' to continue.
    The 'Edit Media costs and prices' dialog will appear.
19. If necessary, change the current Media costs and prices.

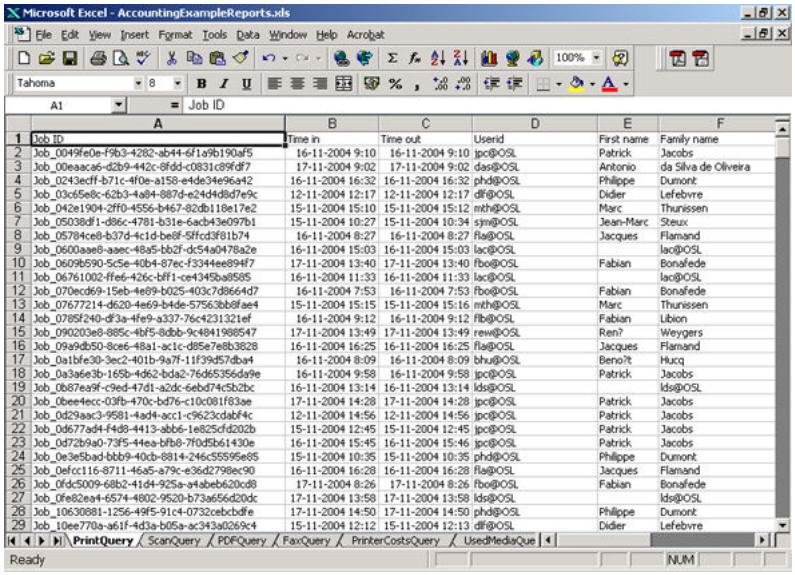
Note:
Please make sure that you use the 'Next' button to continue when you make changes to the Media costs and prices.

20. Click 'Next' to continue.
    The 'Edit Printer costs and prices' dialog will appear.
21. If necessary, change the current Printer costs and prices.

Note:
Please make sure that you use the 'Next' button to continue when you make changes to the Printer costs and prices.

22. Click 'Next' to continue.
    The 'Save Costs File' dialog will appear.
23. You can save the configured 'costs and pricing' settings in the same file as the Accounting information, or save it using a separated file. Use the 'Save Costs File as...' to save the 'costs and pricing' settings in a separated file.
24. Click 'Next' to continue.
    The 'Completing' dialog will appear and shows the general report settings.
25. Click 'Details' to get an overview of the report details.

26. Click 'Finish' to complete the Océ PRISMAsatellite for Office Accounting Query Wizard. The requested report will appear.
27. Click 'Save Accounting report as...' to save the report (.csv file) to a folder.



[25] Accounting report example

Note:
To create a trace file when you create an Accounting Report Wizard, use the 'trace' option:
'C:\Program Files\Oce\PRISMAsatellite Accounting Report\ReportTool\AccountingTool.exe trace'

Chapter 6
Windows client installation

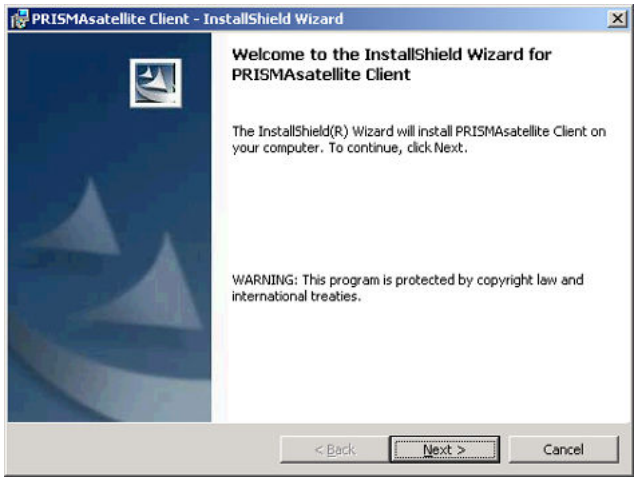
Installing the Océ PRISMAsatellite for Office Driver Manually

How to install the Océ PRISMAsatellite for Office driver manually

1. Click 'Install.exe' to start the installation process.
   The 'Language selection' dialog will appear.

[26] Language Selection

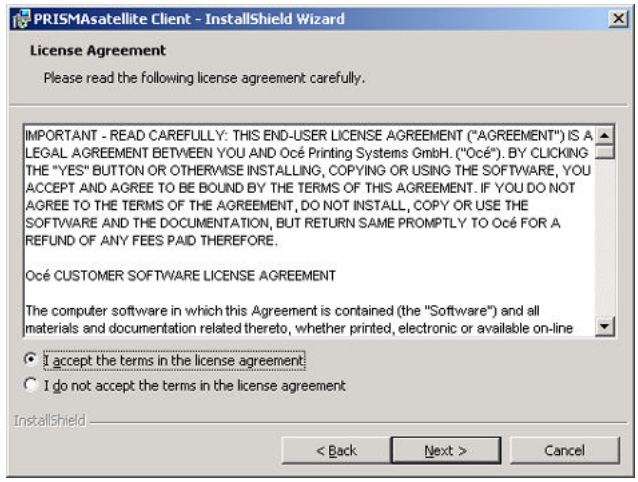
2. Select the language from the drop-down list and click 'OK'.
   The 'Welcome to the InstallShield wizard' dialog will appear.


PRISMAsatellite Client - InstallShield Wizard
Welcome to the InstallShield Wizard for PRISMAsatellite Client
The InstallShield(R) Wizard will install PRISMAsatellite Client on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

[27] Welcome to the InstallShield Wizard

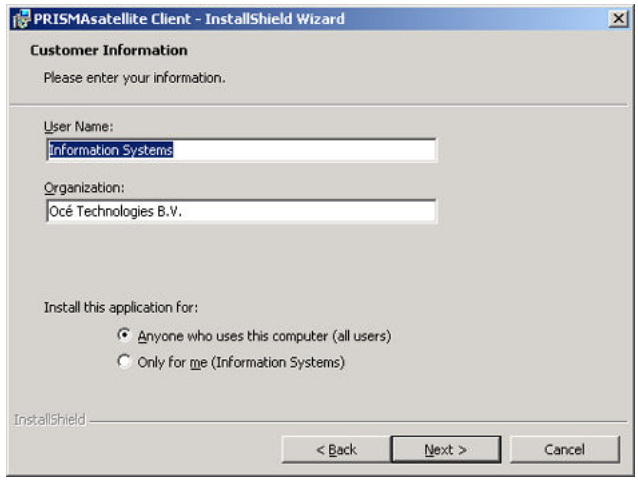
3. Click 'Next' to continue.

The 'License agreement' dialog will appear.


PRISMAsatellite Client - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
IMPORTANT - READ CAREFULLY: THIS END-USER LICENSE AGREEMENT ("AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU AND Océ Printing Systems GmbH. ("Océ"). BY CLICKING THE "YES" BUTTON OR OTHERWISE INSTALLING, COPYING OR USING THE SOFTWARE, YOU ACCEPT AND AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THE AGREEMENT, DO NOT INSTALL, COPY OR USE THE SOFTWARE AND THE DOCUMENTATION, BUT RETURN SAME PROMPTLY TO Océ FOR A REFUND OF ANY FEES PAID THEREFORE.
Océ CUSTOMER SOFTWARE LICENSE AGREEMENT
The computer software in which this Agreement is contained (the "Software") and all materials and documentation related thereto, whether printed, electronic or available on-line
I accept the terms in the license agreement
I do not accept the terms in the license agreement
InstallShield
< Back
Next >
Cancel

[28] License Agreement

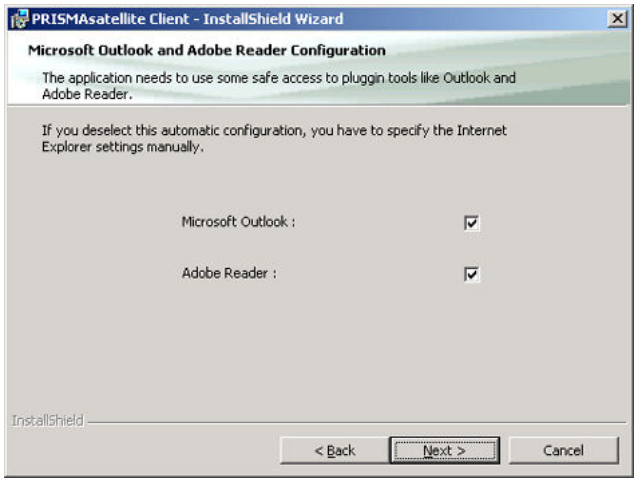
4. Select 'I accept the terms in the license agreement' and click 'Next'.
The 'Customer information' dialog will appear.



[29] 'Customer information' Dialog

5. Enter 'User name' and 'Organization'.
6. Specify the 'Install this application for' option and click 'Next'.

The 'Microsoft Outlook and Adobe Reader configuration' dialog will appear

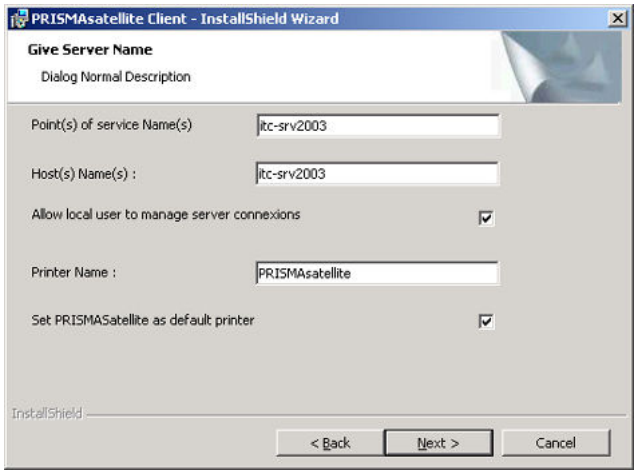

PRISMAsatellite Client - InstallShield Wizard
Microsoft Outlook and Adobe Reader Configuration
The application needs to use some safe access to pluggin tools like Outlook and Adobe Reader.
If you deselect this automatic configuration, you have to specify the Internet Explorer settings manually.
Microsoft Outlook :
Adobe Reader :
InstallShield
< Back
Next >
Cancel

[30] Microsoft Outlook and Adobe Reader Configuration

7. Select the 'Microsoft Outlook' and 'Adobe Reader' option if you want the Océ PRISMAsatellite for Office driver to be able to start the applications.

Note:
If you deselect these options now, you can specify them afterwards using 'Internet Explorer'.

8. The 'Server name' dialog will appear.

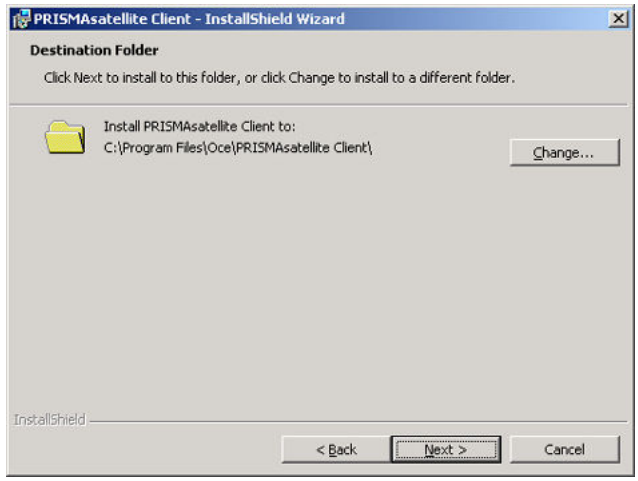


[31] 'Server name' Dialog

9. Specify the 'Point(s) of Service name(s)' (Océ PRISMAsatellite for Office server) here.

Note:
You can specify multiple points of service names here.

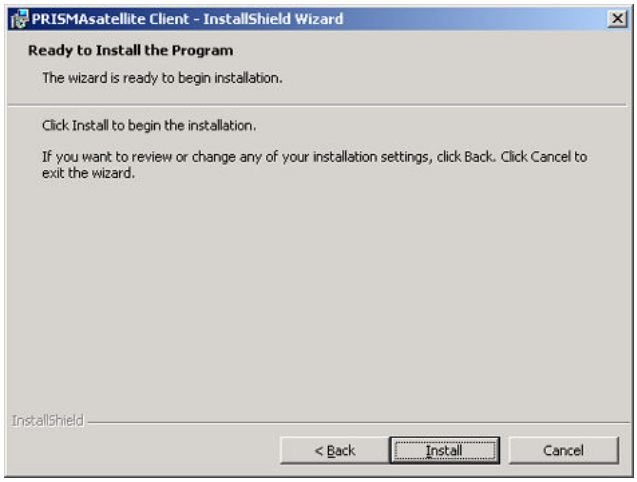
10. Specify the host name of the Océ PRISMAsatellite for Office server.
11. Select whether you want to allow local users to manage their server connections.
12. Specify the printer name (default is PRISMAsatellite).
13. Select whether to set PRISMAsatellite as the default printer.
14. Click 'Next' to continue.
    The 'Destination folder' dialog will appear.


PRISMAsatellite Client - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install PRISMAsatellite Client to:
C:\Program Files\Oce\PRISMAsatellite Client\
Change...
InstallShield
< Back
Next >
Cancel

[32] 'Destination folder' Dialog

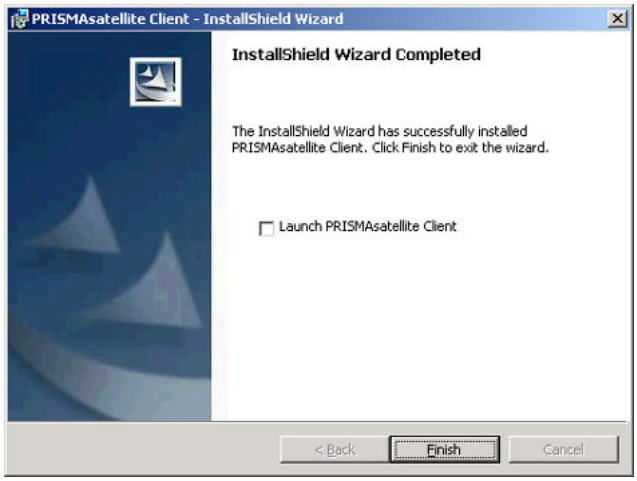
15. If you want to change the default destination folder use the 'Change...' button.
16. Click 'Next' to continue.

The 'Ready to install the program' dialog will appear.


PRISMAsatellite Client - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

[33] 'Ready to install the program' Dialog

17. Click 'Install' to start copying files to your client PC.
After installation, 'InstallShield wizard completed' dialog will appear.


PRISMAsatellite Client - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed PRISMAsatellite Client. Click Finish to exit the wizard.
Launch PRISMAsatellite Client
< Back
Finish
Cancel

[34] 'InstallShield Wizard Completed' Dialog

18. Select 'Launch PRISMAsatellite client' to start the client software.
19. Click 'Finish'.

Configure the Océ PRISMAsatellite for Office driver

Introduction

The Océ PRISMAsatellite for Office driver is an easy-to-use interface for distributing documents. With the Océ PRISMAsatellite for Office driver, you install a single driver to access all network printers and other output devices. The operating system treats the Océ PRISMAsatellite for Office driver as a printer driver. However, the driver also gives you access to a host of other devices via the job settings interface.

When the Océ PRISMAsatellite for Office driver was installed successfully, the Windows system tray will contain an Océ PRISMAsatellite for Office icon. This icon shows you status information about your Océ PRISMAsatellite for Office jobs. It also allows you to specify your personal 'User preferences'.

How to configure the Océ PRISMAsatellite for Office driver

1. Right mouse-click the Océ PRISMAsatellite for Office icon in the system tray.
2. Click 'Preferences...'.
   The 'User preferences' dialog will appear.
3. Specify the user preferences.
   For more information, please refer to the 'Specify the User preferences' topic of the Océ PRISMAsatellite for Office driver help file.

Uninstalling the Océ PRISMAsatellite for Office Driver

Introduction

This procedure shows you how to uninstall the Océ PRISMAsatellite for Office driver.

Uninstall the Océ PRISMAsatellite for Office driver

1. Right mouse-click the Océ PRISMAsatellite for Office icon in the system-tray.
2. Click 'Close' to stop the Océ PRISMAsatellite for Office driver.
3. Click 'Start' - 'Settings' - 'Control Panel'.
4. Double-click 'Add/Remove Programs'.
5. Select 'PRISMAsatellite Client' and click 'Remove'.
   A confirmation dialog will appear.
6. Click 'Yes' to continue.
   The Océ PRISMAsatellite for Office driver will be removed from your system.

Note:
To completely remove all Océ PRISMAsatellite for Office files, also remove the <INSTALLClientProgram_PATH> and C:\Documents and Settings\useraccount\Application Data\Oce\PRISMAsatellite\Client\ToolsUI folders.

Upgrading the Océ PRISMAsatellite for Office Driver

Introduction

This procedure shows you how to upgrade the Océ PRISMAsatellite for Office driver from version 1.2.x to version 2.0.0.

How to upgrade the Océ PRISMAsatellite for Office driver

1. Click 'Install.exe' to start the installation process.
   A dialog will appear that indicates that a version of the Océ PRISMAsatellite for Office driver was already installed on the system.
   When you continue the install process, the current version of the Océ PRISMAsatellite for Office driver will be removed first.
2. Click 'OK' to continue the installation process.
   'Installing the Océ PRISMAsatellite for Office Driver Manually' on page 96

Using the Océ PRISMAsatellite for Office Driver for Remote Job Submission

Introduction

Océ PRISMAsatellite for Office is a set of integrated output management modules supporting acceptance, presentation, distribution and production on Océ and non-Océ printers.
Océ PRISMAsatellite for Office allows you to submit and control your print orders.
You can start Océ PRISMAsatellite for Office from any application using the 'Print' option and select the Océ PRISMAsatellite for Office driver.

How to use the Océ PRISMAsatellite for Office driver for remote job submission

1. Create a document in a word processor and select 'Print'.
   The word processor's initial print dialog box displays, allowing you to choose the printer.
2. Make sure the Océ PRISMAsatellite for Office driver is selected.
3. When you continue with your print job, the Océ PRISMAsatellite for Office job settings dialog opens and takes over processing your print job.
4. The job settings dialog allows you to print, fax and convert jobs.

Note:
There is a check-box in the top left corner of each section. To select an option such as printing or faxing, check one or more of these boxes. When a box is checked, you can use the link within that section to specify the options.

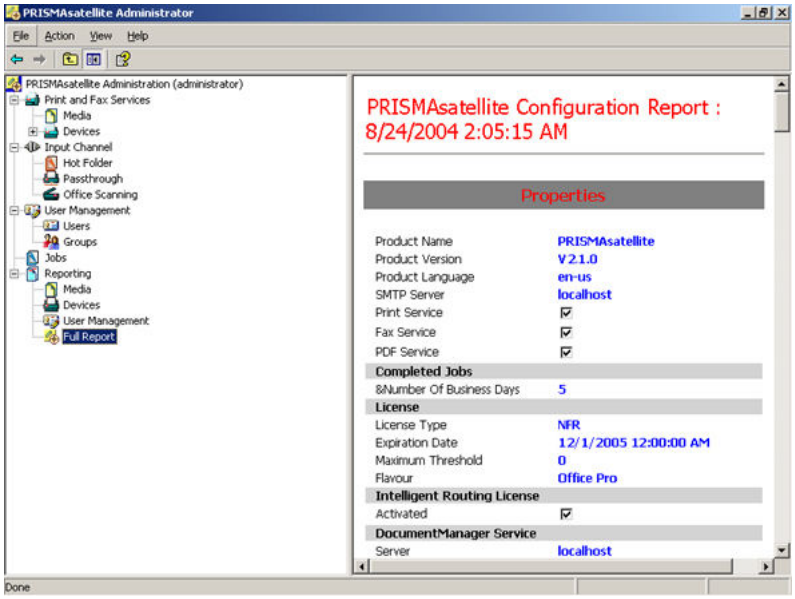
5. Once you have specified the job settings, click 'Submit' to process your document.

Chapter 7
Maintenance

Reports

Introduction

The 'Reports' section allows you to generate and save Océ PRISMAsatellite for Office reports.



[35] Reports

- You can use the reports to:
- Backup your Océ PRISMAsatellite for Office system configuration on paper or file.
- Diagnose the Océ PRISMAsatellite for Office system in case of problems.
- Send it to Océ for product support.

Types of reports

The following reports are available:
- Media
- Devices
- User management
- Full report

Backing Up and Restoring the Server Configuration

Introduction

Océ PRISMAsatellite for Office allows you to backup and restore the server configuration. This backup will include the job system, devices, media settings, locations and user accounts.

How to backup the server configuration

1. Click 'Start' - 'All Programs' - 'Océ' - 'Océ PRISMAsatellite' - 'Océ PRISMAsatellite Backup Restore'.
2. Select what options you want to backup:
   - Configuration
   - Jobs
   - Additional external files
     This option is typically interesting to backup, for example, the paths where the 'Personal document spaces' are located. This can be defined by adding entries in the 'BackupRestoreGui.exe.config' config file. 'BackupRestoreGUI.exe' is located in the 'JDF Framework\bin' folder of the Océ PRISMAsatellite for Office install folder.
3. Click 'Execute' in the 'Backup' section.
   A dialog will appear that allows you to specify the name and location of the backup file.
4. Click 'OK' to start the backup process.
5. Restart the Océ PRISMAsatellite for Office server after completing the backup process.

How to restore the server configuration

1. Click 'Start' - 'All Programs' - 'Océ' - 'Océ PRISMAsatellite' - 'Océ PRISMAsatellite Backup Restore'.
2. Click 'Execute' in the 'Restore' section.
   A dialog will appear that allows you to select the Océ PRISMAsatellite for Office backup file.
3. Select the Océ PRISMAsatellite for Office backup file to use for the restore process.
4. Click 'OK' to start the restore process.
5. Restart the Océ PRISMAsatellite for Office server after completing the restore process.

Backup and restore using the Command line

1. To start the backup procedure, type 'BackupRestoreCli.exe -b [fileName] [-c][-j][-e]'.
2. To start the restore procedure, type 'BackupRestoreCli.exe -r fileName.zip'.

By default, the backup includes all files (config, jobs and external files).
'fileName' is a pathname. If 'fileName' is not specified, then 'fileName' is located in <PRISMAsatellite install path>\JDF Framework\bin.
Options:
-b: backup
-c: include config files in backup
-j: include job files in backup
-e: include external files in backup
-r: restore

Chapter 8
Customization

Customized Fields for Clients

Clients settings

Right mouse-click the Océ PRISMAsatellite for Office server in the tree section and click 'Properties'.
The 'Clients' tab allows you to add custom fields to be used for the Océ PRISMAsatellite for Office client. For each custom field you can have the Océ PRISMAsatellite for Office server validate the content.

Please refer to the 'Specify the Clients settings' procedure for details about how to customize fields for clients.

LDAP Configuration

Introduction

When you add and configure users, users can be marked as 'LDAP' users. In this case, the user-related information is dynamically imported from the configured LDAP server(s). All 'String' type LDAP user attributes are made accessible through a dictionary.
LDAP information can only be read. Updating LDAP attributes is done at the Windows User Management level. This means that you can update Océ PRISMAsatellite for Office users based on the information on the LDAP server, but you can not update the LDAP information itself on the LDAP server.

Océ PRISMAsatellite for Office does not support LDAP groups.
The imported keys depend on the class of the user node (i.e. InetOrgPerson). Here are the keys supported by the inetOrgPerson class:

LDAP connectivity

LDAP Attributes

Required attributes	Optional attributes
■ commonName (cn) ■ surname (sn) ■ objectClass	■ businessCategory ■ carLicense ■ departmentNumber ■ description ■ employeeNumber ■ facsimileTelephone ■ Number ■ givenName ■ mail ■ manager ■ mobile ■ organizationalUnit (ou) ■ pager ■ postalAddress ■ roomNumber ■ secretary ■ seeAlso ■ telephoneNumber ■ title ■ labeledURI ■ uid

LDAP configuration

Note:
Before you change the LDAP configuration, please stop Océ PRISMAsatellite for Office. When the LDAP configuration has been changed, restart Océ PRISMAsatellite for Office. Please refer to the 'Backup and restore the server configuration' on how to start and stop Océ PRISMAsatellite for Office.

The Océ PRISMAsatellite for Office server can work with various LDAP servers. For windows and framework users, a different LDAP servers can be used.

For example
LDAP properties for user user@DOM1, user@DOM2 and user can be 5 acquired from different LDAP servers. To configure a default LDAP server (the server that is used when no specific server for a domain is found or when the user is a pure framework user), the OceJdfFrameworkLdapSettings section of the OceJdfFramework.exe config-file must be adapted.

The configuration is done by setting properties using the usual add xml node (i.e. '<add key=”Filter” value=” (&(objectClass=user) (sAMAccountName=%u))” />').
As the User Management supports a different LDAP server for each Windows domain a user can belong to, each property can be prefixed by the domain name, using the following form: [{DOMAIN_NAME} “.”] {Property}.

Note:
Please refer to the 'Sample cases of LDAP configuration' document in the 'External documentation' section for more information.

Examples

To set the server used by default, the following line is added in the OceJdfFrameworkLdapSettings section: '<add key=”Server” value=”nemo.pixar.com”/>'
To set the server used for users belonging to the MARIN domain, the following line is added in the OceJdfFrameworkLdapSettings section: '<add key=”MARIN.Server” value=”dory.pixar.com”/>'
The following table details the property that can be set to configure an LDAP server:

LDAP Server Attributes

Attribute	Description
Server	The host name or IP address of the LDAP server. In multi-domain configuration, this property has to be set when the DNS server of the Océ PRISMAsatellite for Office server does not know about all available domains.
Root	The root node of the LDAP tree on which the query is performed. For active directories, this is the domain name in its LDAP form (i.e. dc=pixar,dc=com). *Note:* Note that if not provided, the Root node of the default domain (the domain to which the server belongs) is automatically set.
Filter	The LDAP filter that has to be used to find a user node. The value supports the %u macro that will be expanded to the user name of the searched user (but without the @DOMAIN specification). Examples: For user rfr, the %u macro expands to rfr For user rfr@PIXAR, the %u macro also expands to rfr The default filter value is set to a suitable value to LDAP support in a single domain configuration: (&(objectClass=user) (sAMAccountName=%u)) **Note:** the & entity replaces the & characters in XML files)) The format of a filter is defined by RFC2254 (http://www.cse.ohio-state.edu/cgi-bin/rfc/rfc2254.html *Note:* Note that when defining a filter, it must be ensured that an LDAP query using that filter will only return on result.
User	The user used to log on to the LDAP server. Must be set if the Windows account that the Framework uses is not authorized to access the LDAP (AD) server.
Password	The password used to log on to the LDAP server. Must be set if the Windows account that the Framework uses is not authorized to access the LDAP (AD) server.

Chapter 9
Functional overview

Server properties

Configure server properties

Introduction

The 'General' tab shows information about your Océ PRISMAsatellite for Office configuration, such as product name, version and language. It also shows you more information about the type and expiration date of your license.
The 'Reports' dialog allows you to specify general server settings.
Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
Click 'Properties' to start the 'Reports' dialog.

Note:
You are advised to install the (optional) OCR software before you create the link between the Océ PRISMAsatellite for Office server and the OCR software. When you create this link, all end-users will be able to click the 'OCR Conversion' button from their 'Personal Document Space'.

Server properties

The following server properties are available:
- General
- Licensing
- Jobs
- Documents
- Email
- Services
- Clients

General Settings

General

The 'General' tab shows information about your Océ PRISMAsatellite for Office configuration, such as product name, version and language. It also lists the installed patches.

License settings

License settings

The 'Licenses' tab shows information about your Océ PRISMAsatellite for Office configuration with respect to license issues.

It shows the Server name and Company name.
The Serial number (if available) and License type are displayed, including the expiration date.

Allowed number of active users

Océ PRISMAsatellite for Office controls the number of connected and active users (client seats). The number of connected users that are allowed to interact with the server is specified within the acquired license. When the maximum number of connected and active users has been exceeded, an error message will be send to the Océ PRISMAsatellite for Office driver user that tries to connect. The end-user could try to connect to another Océ PRISMAsatellite for Office server of wait until the number of active Océ PRISMAsatellite for Office users has dropped.

A user is 'active' when the user is connected successfully to the Océ PRISMAsatellite for Office server using the Océ PRISMAsatellite for Office driver. A user is 'inactive' when he/she exits the Océ PRISMAsatellite for Office driver.

An active user is disconnected from the server by Océ PRISMAsatellite for Office when the end-user has not submitted a job for 12 hours.

Specifying the Job Settings

Introduction

The 'Jobs' tab allows you to specify which options are available for Océ PRISMAsatellite for Office client users. The available options are 'Print', 'Fax', 'Conversion' and 'Intelligent routing'. You can also specify the amount of business days that you want completed jobs to be saved on the Océ PRISMAsatellite for Office server.

Note:
Please note that changing this option will not affect existing jobs, but will be used for new jobs.

How to specify the Jobs settings

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click and 'Properties' select the 'Jobs' tab.
3. Select the checkboxes of the options you want to be available for Océ PRISMAsatellite for Office client users.
4. The 'Allow intelligent routing' option allows you to enable or disable intelligent routing.

Note:
When you select this option, Océ PRISMAsatellite for Office will determine what the best printer is to process the job. This option will add the 'Best fit' option to the 'Printer' setting of the Océ PRISMAsatellite for Office driver. When you de-select this option, you will force Océ PRISMAsatellite for Office to use the printer and location specified within the Océ PRISMAsatellite for Office driver.

5. Specify the amount of business days that you want to keep completed jobs on the server.
6. Click 'OK' to save the changes that you have made.

Specifying the Document Settings

Introduction

The 'Documents' tab allows you to specify the default documents location. You can also set the maximum number and total size of documents on an Océ PRISMAsatellite for Office end-user's 'Personal Document Space'.

How to specify the Documents settings

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click and 'Properties' select the 'Documents' tab.
3. Use the 'Documents Folder' option to specify the default location of the end-users' documents. The 'Documents Folder' name can be defined in UNC format: \\servername\sharename\path\filename.

Note:
Please note that when you change the 'Documents Folder' option afterwards, the existing Océ PRISMAsatellite for Office folders will not be copied automatically to the new location.

Note:
You can not use one of the following characters in the name of the 'Documents Folder': " : < > | ? *.

4. Specify the 'Maximum number of documents' on the end-user's 'Personal Document Space'.
5. Specify the 'Maximum allowed disk space' for all documents on a Océ PRISMAsatellite for Office end-user's 'Personal Document Space'.
6. Click 'OK' to save the changes that you have made.

Specify the Email settings

Introduction

The 'Email' tab allows you to configure the Email settings.
Specify these settings to allow the Océ PRISMAsatellite for Office driver users who don't have 'Microsoft Outlook®' installed, to use the 'Email' option.
In stead of 'Microsoft Outlook®' the SMTP server will be used to send Email from the Océ PRISMAsatellite for Office driver.

Note:
In Océ PRISMAsatellite for Office V2.0, the Email settings are configured on the 'System' tab.

How to specify the Email settings

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click 'Properties' and select the 'Email' tab.
3. Specify the IP address of the SMTP server.
4. Specify the user name and password to log on to the SMTP server.
5. Specify an 'Administrator Email' address that will be used in the 'From' field of the Email.
6. Click 'OK' to save the changes that you have made.
7. Click 'User Management' - 'Users'.
8. Right mouse-click the user that you specified in step 5.
9. Click the 'Details' tab and specify the Email address that you used in step 5.

How to specify the Email settings (V2.0)

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click 'Properties' and select the 'System' tab.
3. Specify the IP address of the SMTP server.
4. Specify the user name and password to log on to the SMTP server.
5. Specify an 'Administrator Email' address that will be used in the 'From' field of the Email.
6. Click 'OK' to save the changes that you have made.
7. Click 'User Management' - 'Users'.
8. Right mouse-click the user that you specified in step 5.
9. Click the 'Details' tab and specify the Email address that you used in step 5.

Specify the Synchronize settings

Introduction

The Synchronize tab allows you to define the synchronization frequency for LDAP attributes and Windows Groups members.
The users and groups imported from Windows domains are periodically synchronized with the available Windows information.
The user attributes are periodically synchronized if an LDAP server is used.

Specify the Synchronize settings

1. Define the synchronization settings

Synchronize

Setting	Description
Synchronize	Define if you want to synchronize: ■ 'Windows Groups members' The configuration of the Windows Groups is synchronized. ■ 'LDAP attributes' The LDAP attributes are synchronized. ■ 'Both' Both the Windows Groups and the LDAP attributes are synchronized.
Frequency	Define if you want to synchronize: ■ Hourly Synchronization is done hourly at the defined 'Hour' and 'Minute'. ■ Daily Synchronization is performed hourly at the defined 'Hour' and 'Minute'. The synchronization starts on the 'Day' defined. ■ Weekly Synchronization is performed weekly at the defined 'Day', 'Hour' and 'Minute'. ■ Monthly Synchronization is performed monthly at the defined 'Hour' and 'Minute'.

Specify the Services settings

Introduction

The 'Services' tab allows you to specify the 'Archive', 'Link to Océ Intra Logic' and 'OCR module' settings.

How to specify the Services settings

1. Right mouse-click the Océ PRISMAsatellite for Office server in the tree section.
2. Click and 'Properties' select the 'Services' tab.
3. Specify the 'Services' settings:

System settings

Setting	Description
Archiving enabled	If you want to allow Océ PRISMAsatellite for Office client users to use the 'Archive' option, you have to enable and specify the archiving setting here. Specify the 'Océ PRIMSMAarchive' server name here. *Note:* Use PRISMAarchive version 2.4 or higher.
Use Océ Intra Logic	Allows you to specify the URL of the Océ Intra Logic server. You can start Océ Intra Logic from Océ Administration using the 'Launch Océ Intra Logic' menu item (use 'All Tasks'). Océ Intra Logic will open in a separate window. You need a valid account and password to log on to Océ Intra Logic.

Setting	Description
Use Océ PRISMAsatellite OCR module **(OPTIONAL)**	Allows you to specify the Océ PRISMAsatellite for Office OCR Module. The Océ PRISMAsatellite for Office driver user will then be able to convert PDF files from the Personal Document Space to Microsoft Office® documents or (Full text) searchable PDF documents. Specify the server name where the OCR Module was installed. This module has to installed separately. The Océ PRISMAsatellite for Office OCR Module uses FineReader Engine® 7.1 *Note:* You are strongly advised to install the Océ PRISMAsatellite for Office OCR Module on a separate server.

4. Click 'OK' to save the changes that you have made.

Specifying the Client Settings

Introduction

The 'Clients' tab allows you to add custom fields to be used for the Océ PRISMAsatellite for Office driver. These fields will appear in the job details window of the driver and will be stored in the Accounting record of the job. For each custom field you can have the Océ PRISMAsatellite for Office server validate the content.

For each field a 'Label', a 'Tooltip' and a 'Default Value' has to be assigned. You also specify the field 'Type'. This specifies how the field will look like in the Océ PRISMAsatellite for Office driver. Select one of the following field types:

- **TextBox - Single-line**
  A simple single line text entry field.
- **TextBox - Multi-line**
  A simple multi-line text entry field.
- **ComboBox - Fixed list**
  A single line text field with a drop-down selection list.
- **ComboBox - Editable**
  A single line text entry field with a drop-down selection list.
- **BrowseBox - Fixed list**
  A single line text field with a browse ('…') button. The browse dialog allows searching and filtering of large list of values.
- **BrowseBox - Editable**
  A single line text entry field with a browse ('…') button. The browse dialog allows searching and filtering of large list of values.

You can specify a field as 'Required'. This means that the end user has to fill in this field before the job can be submitted.

The 'Validated against ODBC data source' option will enforce the user to enter a value that can be found in an Open Database Connectivity (ODBC) data source. To identify how the server validates the value, a Data Source Name (DSN) or an ODBC driver and an SQL Command are required. If the SQL command returns a non-empty table, the value is valid.

To allow the SQL command to validate the value, substitution placeholders are provided. The placeholders take the form '{psat _}', where '_' is one of the letters substitution IDs described below. Note that any of the substitutions can appear in the validation of any of the Custom fields.

SQL substitution

String in SQL command	Substituted value
{psat 1}	The current value of custom field 1
{psat 2}	The current value of custom field 2
{psat 3}	The current value of custom field 3
{psat 4}	The current value of custom field 4
{psat 5}	The current value of custom field 5
{psat U}	The Océ PRISMAsatellite for Office user ID of the driver
{psat M}	The name of the machine that the driver is logged-on.

Depending on the field type, 'Predefined values' have to be specified. In some cases, the values can be a simple static list. In other cases, the values have to be retrieved from an ODBC data source.

For 'ComboBox' fields, the values can either be a static list, or dynamically retrieved from an ODBC data source. The static list is a set of 'Ticket values' and 'Display values'. The Ticket value is the value that is placed into the accounting record for the job. The Display value is the string that is shown to the user when the drop-down list is displayed. Both values must be unique within the static list.

To dynamically retrieve the values from an ODBC data source, a 'Connection String' (specifies Data Source Name (DSN)) and an SQL Command are required. The same substitution string used in validation SQL commands can be used here. The table returned by the SQL command must include a column called 'TicketValue', and an optional column called 'DisplayValue'. The values within these columns should be unique within the column.

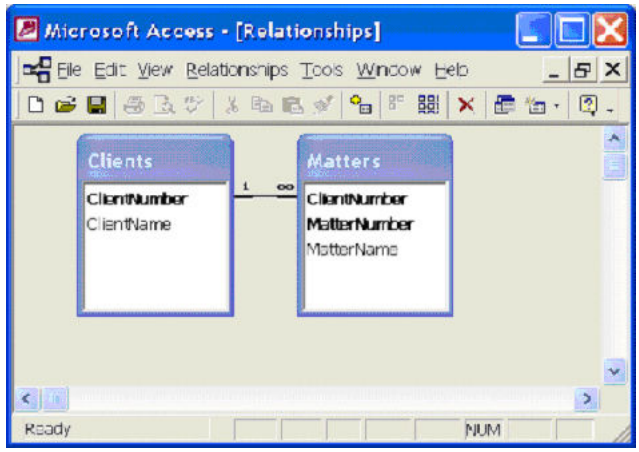
For 'BrowseBox' fields, the values can be retrieved from an ODBC data source only. The configuration is similar to that of a 'ComboBox' field. The DSN and SQL command are used in the same way. The difference lies in the ability to filter the list of values.

When the browse dialog is displayed to the user, an optional field can be added. This field allows the user to enter a text string, which is used to filter the list of values. Selecting 'Filtered' in the Administrator, adds the filter field to the browse dialog. The Filter Label, which is displayed with the filter field, must be provided. In the SQL command, this filter value is accessible using the string '{psat F}'.

Example

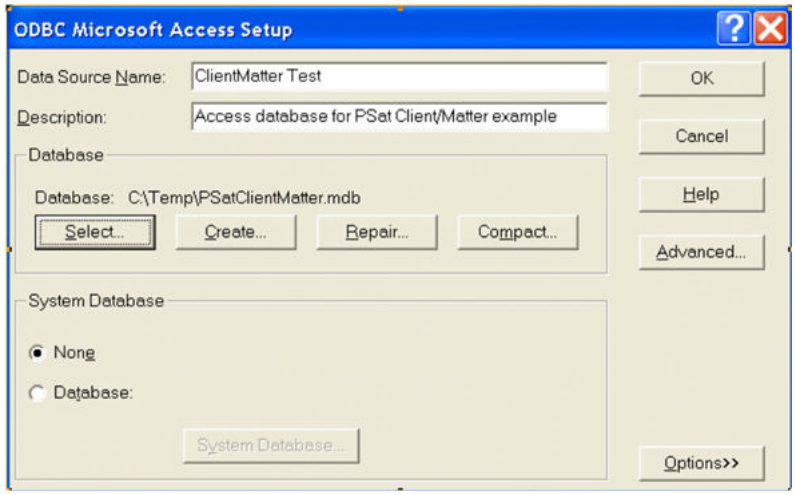
Attention:
In a law firm, the print jobs are recorded by Client and Case numbers so that printing costs can be billed to clients. When an end-user submits a job using the Océ PRISMAsatellite for Office driver, the end-user has to enter the Client and Case numbers. These fields were added to the Job details using the Custom fields' option.
The end user can enter the Client number manually or look it up using a browse dialog. Once the Client number is set, the end user must select a Case number for that client from a drop-down list. After filling in the Job details, the end user submits the job. If the end user has not entered a valid combination of values for the Client and Case fields, the user will be prompted to make corrections.
Please use the following procedure to create this type of number:

1. Data sources are often databases such as Microsoft Access® (.mdb) files or Microsoft SQL Servers®. In this example an MS Access database is used. The database contains a table with the list of Client number and names, and a table with the list of Case numbers and names for each client.



[36] Relationships

2. Define an ODBC Data Source Name (DSN) for the data source.

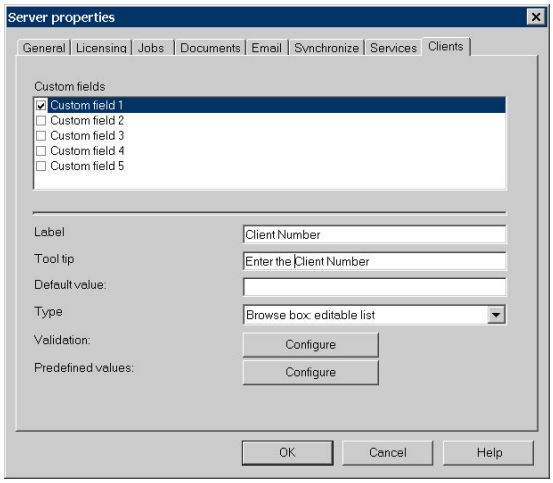


[37] ODBC Data Source Name

The Data Sources (ODBC) administrative tool is used to define a DSN. The DSN hides the details of the location and type of the data source.

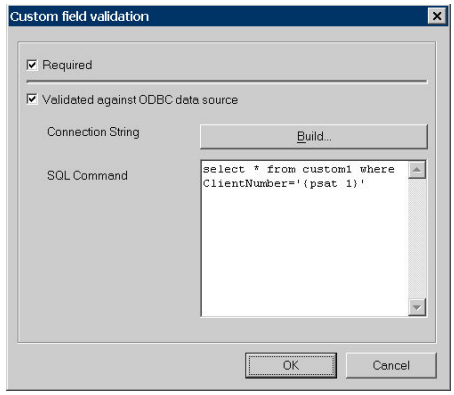
Note:
Please make sure that the directory that contains the custom fields databases needs to be accessible to the local user 'NETWORK SERVICE'.

3. Define the Client Number custom field.
The Client Number field is defined as type 'BrowseBox - Editable'. This will allow the end user to enter the Client number by hand, or by browsing for the number.



[38] The Client number custom field

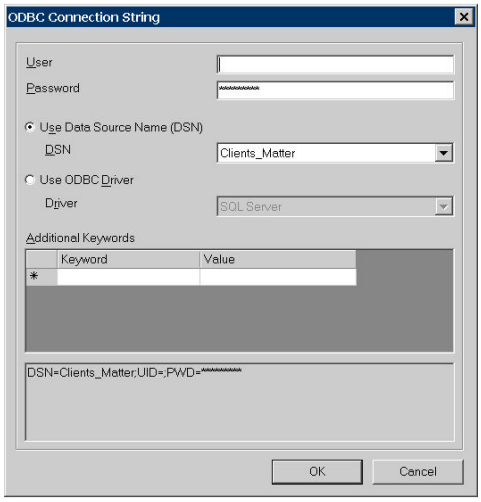
To ensure that the end user enters a valid number, the field will be required and be validated by the data source. The DSN created in Step 2 is selected. The SQL command retrieves all records from the Clients table with the selected Client number.



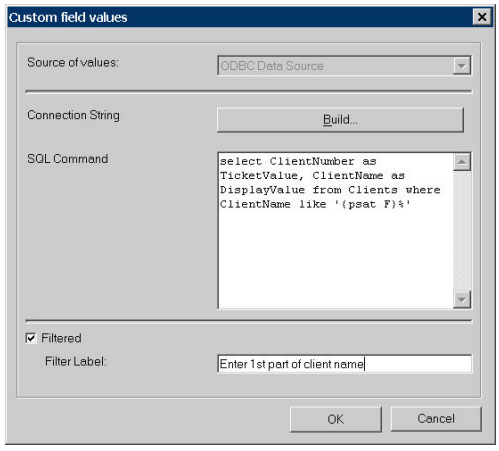
[39] Custom field validation

Note:
Note that the substitution string '{psat 1}' is used to represent the value of custom field 1 (Client Number).
To allow the end user to browse for a value, the Predefined Values is configured by the same DSN but a different SQL command. This command builds a table with two columns, 'TicketValue' and 'DisplayValue'. A filter field is enabled to help the end user find the Client. Note the use of the '{psat F}' substitution string in the SQL command.

Click 'Build' to define the ODBC parameters.

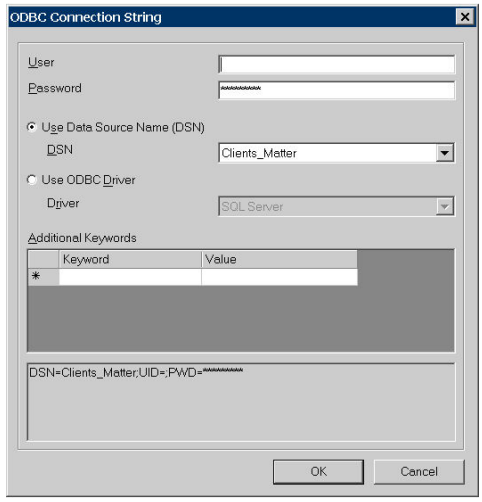


[40] ODBC Connection string



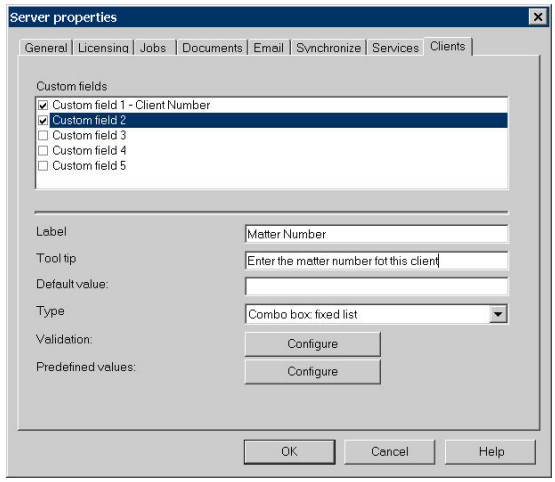
[41] Custom field values

Click 'Build' to define the ODBC parameters.



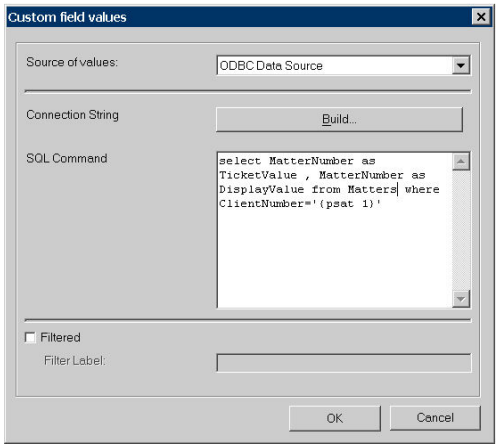
[42] ODBC Connection string

4. Define the 'Case number' custom field.
The 'Case number' field is defined as 'ComboBox – Fixed List'. This will force the user to select a value from a drop-down list.



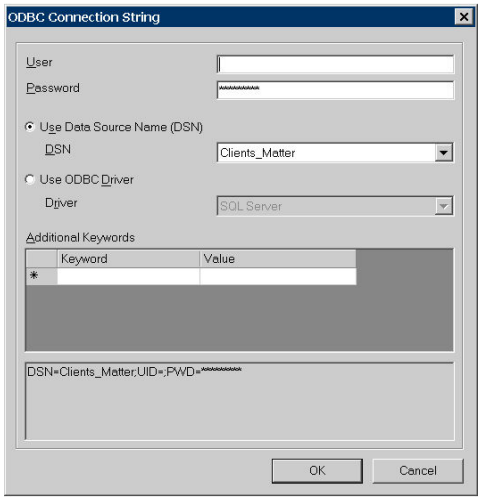
[43] Custom field 'Case number''

The field will be required and validated by the data source. This time the SQL command will take the 'Client number' and the 'Case number' field values into account. Only the 'Case numbers' that are valid for the previously selected 'Client number' will be allowed.



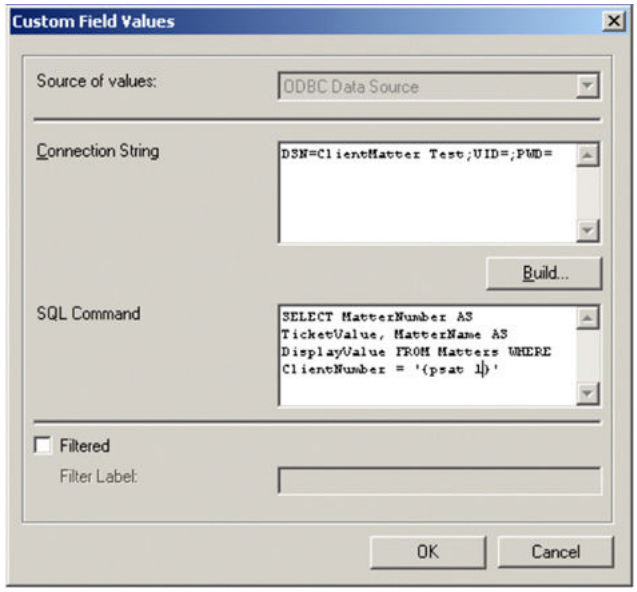
[44] Custom field validation

Click 'Build' to define the ODBC parameters.



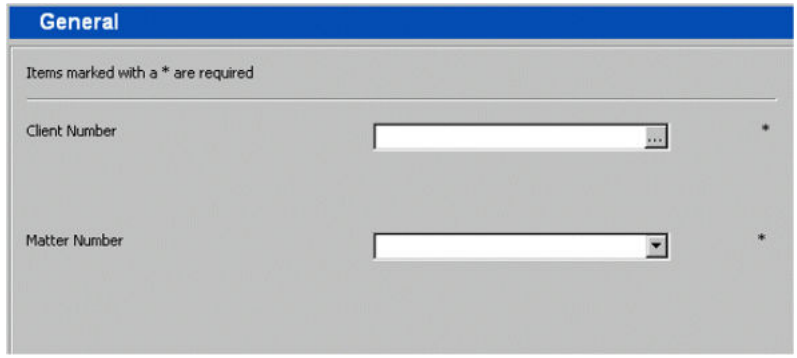
[45] ODBC Connection string

To fill the drop-down list, the 'Predefined values' are configured based on the currently selected value of the 'Client number' field.



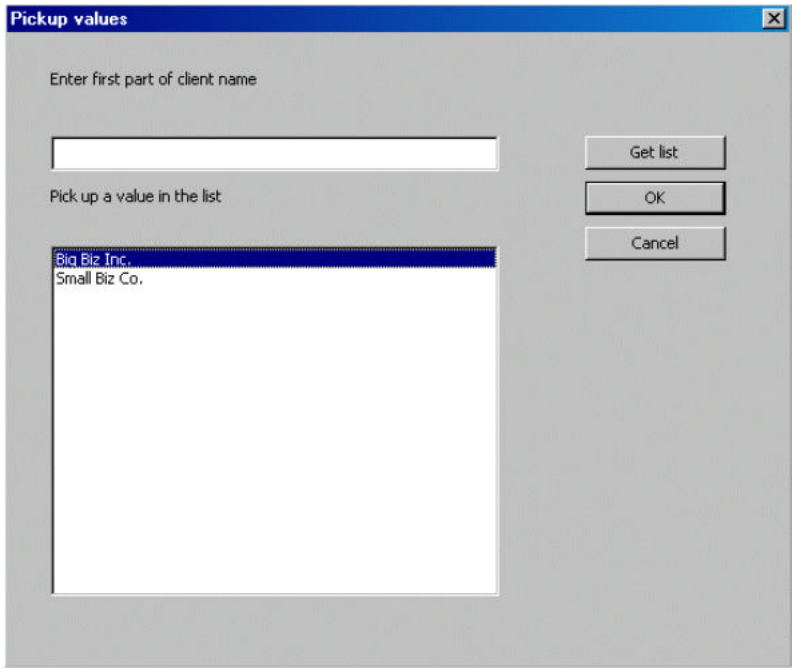
[46] Custom field values

5. Submit a test job.
When an end user submits a job, the two Custom fields are displayed first. The end user must enter valid entries before continuing.



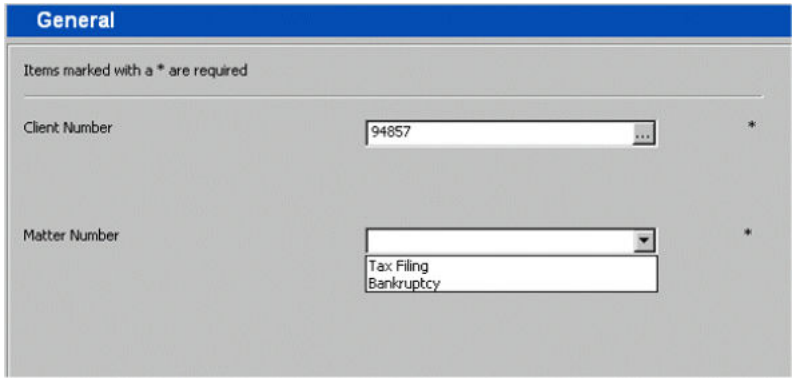
[47] Client fields within the driver

6. By clicking the browse ('…') button on the 'Client number' field, the end user can browse for the client. The filter field can be used to narrow the list of clients.



[48] Pick up a value

7. Once the Client number has been set, the end user can use the drop-down list for the Case number.



[49] Select the 'Case number'

8. When both fields have been filled in, the user can continue.

Export the complete configuration

Introduction

The 'Export configuration' option allows you to export theOcé PRISMAsatellite for Office Administration properties into an XML-format file.

How to export the configuration

1. Right-click Océ PRISMAsatellite for Office Administration.
2. Click 'All tasks' - 'Export configuration...'.
   The Océ PRISMAsatellite for Office Administration properties will be exported to a file.

Print and Fax Services

Media

Media

Introduction

A media type is any media that jobs can be printed on.
Océ PRISMAsatellite for Office is shipped with various common media types pre-configured. Media types can include standard paper, card stock, transparencies, colored paper, and photographic paper. In addition media types can come in one of several standard or custom sizes. If you have standard forms that you use to print on, you can also enter the form name as a media type.

Media types

Media types are entered into Océ PRISMAsatellite for Office by name and characteristics. Media configured in Océ PRISMAsatellite for Office must match what is really in the printers, or the jobs will not print correctly. After you enter a media type, it appears on the 'Media' tab of the Printer configuration dialog, and can be assigned to a printer. The media types also appear on the Océ PRISMAsatellite for Office driver and can be selected by users.

Add Media

Introduction

A media type is any media that jobs can be printed on.
Océ PRISMAsatellite for Office is shipped with various common media types pre-configured. Media types can include standard paper, card stock, transparencies, colored paper, and photographic paper. In addition media types can come in one of several standard or custom sizes. If you have standard forms that you use to print on, you can also enter the form name as a media type.

This procedure shows you how to add media.

How to add Media

1. Click 'Print and Fax Services' - 'Media'.
2. In the upper-right pane, right click and select 'New' - 'Media...'.
   The 'Media Definition' dialog will appear.
3. Specify the 'Media' settings:

Media definition

Setting	Description
Name	Enter the media name here. The media name will appear in Océ PRISMAsatellite for Office driver in the job settings dialog. The media name also appears on the 'Media' tab of the Printer configuration. *Note:* You cannot use any of the following characters in the 'Name' field: @ " ; % : < > | ? / \ * &
Description	Allows you to specify additional information about the media. *Note:* You cannot use any of the following characters in the 'Description' field: @ " ; % : < > | ? / \ * &
Material	Specify the media material, such as 'Paper' or 'Transparency'.
Size	Specify the media size here.
Color	Specify the media color here.

Setting	Description
Weight	Define the Media weight in grams/m2 for European metrics or in pounds for US metrics. *Note:* Please note that when you change the metric system, the Weight will not be changed automatically.
Pre-printed	Allows you to specify whether it is a pre-designed form, or has a pre-printed image, such as a letterhead, for example.
Tabbed media	Select this option if the Media is a tab set and specify the number of tabs per set.
Punching	Select this option if the media is hole-punched and specify the types of holes.

Modify Media

Introduction

A media type is any media that jobs can be printed on.
Océ PRISMAsatellite for Office is shipped with various common media types pre-configured. Media types can include standard paper, card stock, transparencies, colored paper, and photographic paper. In addition, media types can come in one of several standard or custom sizes. If you have standard forms that you use to print on, you can also enter the form name as a media type.

This procedure shows you how to modify 'Media' settings.

How to modify Media

1. Click 'Print and Fax Services' - 'Media'.
2. In the upper-right pane, select the Media.
3. Right mouse-click and select 'Properties'.
   The 'Media Definition' dialog will appear.
4. Modify the 'Media' settings and click 'OK'.

Deleting Media

Introduction

A media type is any media that jobs can be printed on.
Océ PRISMAsatellite for Office is shipped with various common media types pre-configured. Media types can include standard paper, card stock, transparencies, colored paper, and photographic paper. In addition, media types can come in one of several standard or custom sizes. If you have standard forms that you use to print on, you can also enter the form name as a media type.

This procedure shows you how to delete media.

How to delete Media

1. Click 'Print and Fax Services' - 'Media'.
2. In the upper-right pane, select the Media.
3. Right mouse-click and select 'Delete'.
   A dialog will appear that allows you to confirm the removal of the selected Media.
4. Click 'OK' to confirm.

Export the media configuration

Introduction

The 'Export configuration' option allows you to export the 'Media' configuration into an XML-format file.

How to export the configuration

1. Click 'Print and Fax Services'.
2. Right click 'Media'.
3. Click 'All tasks' - 'Export configuration...'.
   A dialog will appear that allows you to select a location in which to store the XML file.
4. Select a location and click 'Open'.
   The specified 'Media' configuration will be exported to a file.

Import the media configuration

Introduction

The 'Import configuration' option allows you to import 'Media' definitions from an XML-file. Only new media is imported.
The XML-file format for import must be equal to an XML-file generated with an 'Export configuration' action.

How to import the configuration

1. Click 'Print and Fax Services'.
2. Right click 'Media'.
3. Click 'All tasks' - 'Export configuration...'.
   A dialog appears that allows you to browse to the XML-file.
4. Select the XML-file and click 'Open'.
   Only new 'Media' is imported in Océ PRISMAsatellite for Office.

Printers

Export devices configuration

Introduction

The 'Export configuration' option allows you to export the 'Devices' configuration into an XML-format file.

How to export the devices configuration

1. Click 'Print and Fax Services'.
2. Right click 'Devices'.
3. Click 'All tasks' - 'Export configuration...'.
   A dialog will appear that allows you to select a location in which to store the XML file.
4. Select a location and click 'Open'.
   The specified 'Devices' configuration will be exported to a file.

Printers

Introduction

Printers are defined as any peripheral that can accept output and distribute a document. Examples of distribution are printing, and faxing. Thus, printers and fax machines are considered Océ PRISMAsatellite for Office printers.

Printers

Printers are displayed in the system tree under the 'Devices' icon. Printer types are distinguished by their icon. The steps for adding printers vary depending upon the type of printer you wish to add. Certain printers, such as multi-functional printers are used in special circumstances.

Printer states

The indicated printer status depends on the:

- Physical printer state.
- Physical printer activity.
- Logical (Océ PRISMAsatellite for Office) printer state.
- Logical (Océ PRISMAsatellite for Office) printer availability (based on a Pause/Resume action).

Adding and Configuring a Printer

Introduction

A printer is a device that can print a document on media, such as paper or transparency. Some printers are complex with almost unlimited capabilities. Others have limited capabilities print speed, number of bins and staple options.
Before you can use printers in Océ PRISMAsatellite for Office you have to add the printers. This topic shows you how to add and configure a printer

How to add a printer

1. Click 'Print and Fax Services' - 'Devices' - 'Printers and Faxes'.
2. In the upper-right pane, right mouse-click and select 'New' - 'Printer'.
   The 'Device Type Selection' dialog will appear.
3. Select the 'Manufacturer', the 'Model' and click 'OK'.

Note:
The list shows print and fax devices currently available for enhanced device support.

The 'Device Configuration' dialog will appear.

Note:
Use the 'How to configure' procedure to configure the printer.

How to configure a printer

Configure printer

Tab	Description
General	**Device name** Use a unique printer name here. **Description** This could be a physical location, the workgroup using it, or any other identifying features. **Allowed color types** Define the printer's color printing capabilities by selecting the appropriate checkbox. **Print banner page** Select this option if you want the printer to print a banner page before each print job. **Page thresholds** To define a printer's page thresholds, check the box and enter the printer's minimum and maximum page thresholds. Jobs over the page threshold will be printed on a printer with a higher threshold. **Enable Intelligent Routing** Océ PRISMAsatellite for Office intelligently routes jobs based on their requirements. The first time they use Océ PRISMAsatellite for Office, end users typically select a 'Location' which corresponds to a 'pool' of printers (the location). Océ PRISMAsatellite for Office uses only printers in that 'Location' when auto-routing jobs. On large sites, creating locations is an important step in configuring Océ PRISMAsatellite for Office. Even before you add any locations, an 'Any' selection appears in the clients' dropdown location list. This is because the main device folder is an implied location. The name of this location is 'Any'. *Note:* You cannot use any of the following characters in the 'Device name' or 'Description' field: @ " ; % : < > | ? / \ * &

Tab	Description
Connection	**Printer Connection Type** ■ **File connection** File connections are formatted paths to a server. Specify the Output file path. This is a file to which the document data is written. ■ **Microsoft Windows Networking** A Microsoft Windows Networking® connection is a printer path on the network. You can browse the network for the correct path. You must install the printer on the Océ PRISMAsatellite for Office server with the Microsoft Windows 2003 'Add Printer Wizard'. Then, add the printer as a new printer in Océ PRISMAsatellite for Office. Complete the printer configuration with Océ PRISMAsatellite for Office. Finally, add the printer to the Microsoft Windows 2003 system. ■ **LPR** Enter the name or network address of the server, and the queue name on that server. If you want to 'Enable queue monitoring' from the Océ PRISMAsatellite for Office server, enter an 'Empty queue name' string that Océ PRISMAsatellite for Office can check. Define the interval for checking the queue for this string in the 'Retry timer'. For instance, if you enter the string 'no entries', Océ PRISMAsatellite for Office will write the string into the empty Queue. As jobs are added to the Queue, the string is pushed to the bottom. If there are no jobs, the string is at the top, and when Océ PRISMAsatellite for Office monitors the Queue, the string is found, signifying the Queue is empty. You can check the Queue monitoring string. Use the command prompt and type: lpq -S (ip @ of device) -P print Use the 'Proof' button to check if the specified connection is valid and active. ■ **Raw Socket** Enter the name or network address of the server and the port number on the server.

Tab	Description
Media	Océ PRISMAsatellite for Office uses Media settings to auto-route jobs to printers with specific media types configured. For instance, a printer with company letterhead will be used when letterhead is selected on a job ticket. Media is set individually on each printer. You must fill out the Media tab or the printer will not accept jobs. Océ PRISMAsatellite for Office will pull media according to this tray configuration. To mount media in the printer ■ Select a media type from the drop-down list for each tray. ■ If there is a multi-purpose or manual feed tray, use the 'Input Channels' button to add the types of media. *Note:* To avoid paper jams and misfeeds, the media configured must be within the printer's capabilities. Refer to your printer manual for allowed media types and sizes.
Access	Typically, the allowed user groups or users setting restricts the use of a printer to one or a group of persons. For example, if a printer is used exclusively by one person or you want to secure access to a group of users, add that person's user account resp. group as the Allowed Users. You always have the opportunity to remove a user or user group from the list. *Note:* By default, the access is given to the users within the 'Users' group.
Locations	The System Administrator can assign a printer to a previously-defined location. Click button 'Add' to get the list of locations. You can assign the printer priority directly from the list of locations.

Tab	Description
Printer specific	This printer specific tab allows additional configuration options for the printer. **SNMP** Océ PRISMAsatellite for Office uses the SNMP protocol to gather specific printer information. If the printer supports this SNMP protocol, the 'SNMP...' button will appear on this tab. Click the 'SNMP...' button to specify the SNMP settings. A new dialog will appear that allows you to select the SNMP Protocol: ■ **SNMP V1/V2c** Specify the 'Read Community' setting. By default 'public' is used. The 'Read Community' specified here must match the 'Read Community' of the physical printer. This enables the communication. If they don't match, printer and job monitoring will not be possible. Please refer to the printer specifications for more information about the 'Read community'. ■ **SNMP V3** SNMP V3 introduces a user-based security model for authentication and privacy services. 'Context' refers to the collection of management information accessible by the SNMP entity (optional) The 'Authentication password' is the password required for the authentication service. The 'Privacy password' is the password required for the privacy (encryption) service (optional). Please refer to the printer specifications to know how to obtain the SNMP v3 parameters.

Note:
Please note that after adding a new printer, the printer status may indicate 'Idle [Pausing]'. Refresh the list to change the printer status to 'Idle'.

Modifying a Printer

Introduction

A printer is configured by answering a series of questions about the printer. You can change most of the settings of a device after it has been added. This procedure shows you how to modify the printer settings.

How to modify a printer

Attention:
Right click the printer and select 'Properties'.

Configure printer

Tab	Description
General	**Device name** Use a unique printer name here. **Description** This could be a physical location, the workgroup using it, or any other identifying features. **Allowed color types** Define the printer's color printing capabilities by selecting the appropriate checkbox. **Print banner page** Select this option if you want the printer to print a banner page before each print job. **Page thresholds** To define a printer's page thresholds, check the box and enter the printer's minimum and maximum page thresholds. Jobs over the page threshold will be printed on a printer with a higher threshold. **Enable Intelligent Routing** Océ PRISMAsatellite for Office intelligently routes jobs based on their requirements. The first time they use Océ PRISMAsatellite for Office, end users typically select a 'Location' which corresponds to a 'pool' of printers (the location). Océ PRISMAsatellite for Office uses only printers in that 'Location' when auto-routing jobs. On large sites, creating locations is an important step in configuring Océ PRISMAsatellite for Office. Even before you add any locations, an 'Any' selection appears in the clients' dropdown location list. This is because the main device folder is an implied location. The name of this location is 'Any'. *Note:* You cannot use any of the following characters in the 'Device name' or 'Description' field: @ " ; % : < > | ? / \ * &

Tab	Description
Connection	**Printer Connection Type** ■ **File connection** File connections are formatted paths to a server. Specify the Output file path. This is a file to which the document data is written. ■ **Microsoft Windows Networking** A Microsoft Windows Networking® connection is a printer path on the network. You can browse the network for the correct path. You must install the printer on the Océ PRISMAsatellite for Office server with the Microsoft Windows 2003 'Add Printer Wizard'. Then, add the printer as a new printer in Océ PRISMAsatellite for Office. Complete the printer configuration with Océ PRISMAsatellite for Office. Finally, add the printer to the Microsoft Windows 2003 system. ■ **LPR** Enter the name or network address of the server, and the queue name on that server. If you want to 'Enable queue monitoring' from the Océ PRISMAsatellite for Office server, enter an 'Empty queue name' string that Océ PRISMAsatellite for Office can check. Define the interval for checking the queue for this string in the 'Retry timer'. For instance, if you enter the string 'no entries', Océ PRISMAsatellite for Office will write the string into the empty Queue. As jobs are added to the Queue, the string is pushed to the bottom. If there are no jobs, the string is at the top, and when Océ PRISMAsatellite for Office monitors the Queue, the string is found, signifying the Queue is empty. You can check the Queue monitoring string. Use the command prompt and type: lpq -S (ip @ of device) -P print Use the 'Proof' button to check if the specified connection is valid and active. ■ **Raw Socket** Enter the name or network address of the server and the port number on the server.

Tab	Description
Media	Océ PRISMAsatellite for Office uses Media settings to auto-route jobs to printers with specific media types configured. For instance, a printer with company letterhead will be used when letterhead is selected on a job ticket. Media is set individually on each printer. You must fill out the Media tab or the printer will not accept jobs. Océ PRISMAsatellite for Office will pull media according to this tray configuration. To mount media in the printer ■ Select a media type from the drop-down list for each tray. ■ If there is a multi-purpose or manual feed tray, use the 'Input Channels' button to add the types of media. *Note:* To avoid paper jams and misfeeds, the media configured must be within the printer's capabilities. Refer to your printer manual for allowed media types and sizes.
Access	Typically, the allowed user groups or users setting restricts the use of a printer to one or a group of persons. For example, if a printer is used exclusively by one person or you want to secure access to a group of users, add that person's user account resp. group as the Allowed Users. You always have the opportunity to remove a user or user group from the list. *Note:* By default, the access is given to the users within the 'Users' group.
Locations	The System Administrator can assign a printer to a previously-defined location. Click button 'Add' to get the list of locations. You can assign the printer priority directly from the list of locations.

Tab	Description
Printer specific	This printer specific tab allows additional configuration options for the printer. **SNMP** Océ PRISMAsatellite for Office uses the SNMP protocol to gather specific printer information. If the printer supports this SNMP protocol, the 'SNMP...' button will appear on this tab. Click the 'SNMP...' button to specify the SNMP settings. A new dialog will appear that allows you to select the SNMP Protocol: ■ **SNMP V1/V2c** Specify the 'Read Community' setting. By default 'public' is used. The 'Read Community' specified here must match the 'Read Community' of the physical printer. This enables the communication. If they don't match, printer and job monitoring will not be possible. Please refer to the printer specifications for more information about the 'Read community'. ■ **SNMP V3** SNMP V3 introduces a user-based security model for authentication and privacy services. 'Context' refers to the collection of management information accessible by the SNMP entity (optional) The 'Authentication password' is the password required for the authentication service. The 'Privacy password' is the password required for the privacy (encryption) service (optional). Please refer to the printer specifications to know how to obtain the SNMP v3 parameters.

Specify the default group policy for the Windows 2003 print spooler

Attention:
By default, the group policy for the Windows 2003 print spooler does not allows remote connections. This procedure shows you how to enable remote connections for the Windows 2003 print spooler.

1. Click 'Start' - 'Run...'.
2. Enter: 'Gpedit.msc' and click 'OK'.
   The 'Group policy' window will appear.

3. Click 'Administrative Templates' - 'Printers.
4. Right mouse-click 'Allow Print Spooler to accept client connections' in the right frame.
5. Click 'Properties'.
6. Click 'Enabled' and click 'OK'.
7. Open the Command prompt and enter 'Gpupdate.exe /Force'.
   This will refresh the group policies.
8. Restart the 'Printer Spooler' service.
9. Share a printer.

Copying a Printer

Introduction

Once you have created a printer, you can copy the printer and give it a new name. This way, you can create a template for a printer and save it for more than one printer.

How to copy a printer

1. Click 'Print and Fax Services' - 'Devices' - 'Printers and Faxes'.
2. In the upper-right pane, select a printer.
3. Right mouse-click and select 'Copy'.
   The 'Device Configuration' dialog will appear.
4. Modify the printer settings and click 'OK'.

Deleting a Printer

Introduction

If you no longer need a printer, or if the printer has been physically removed from the network, you should delete it from Océ PRISMAsatellite for Office. Deleting a printer automatically removes it from the default device list. If users use the default device list, it will be automatically removed from their lists.

Before you begin

Before you can delete a printer, you must pause it.

How to delete a printer

1. Click 'Print and Fax Services' - 'Devices' - 'Printers and Faxes'.
2. In the upper-right pane, select a printer.
3. Right click and select 'Delete'.
   A dialog will appear that allows you to confirm the removal of the selected printer.
4. Click 'OK' to confirm.

Pausing and Resuming a Printer

Introduction

Pause the printer before you delete it.
Pausing printers will change the status to 'Idle/Paused'. If the printer contains an active job, the job will be printed while the printer status will be 'Pausing....'. When you pause a printer, the 'Intelligent routing' process will not be able to select the printer.

How to pause a printer

1. Click 'Print and Fax Services' - 'Devices' - 'Printers and Faxes'.
2. In the upper-right pane, select a printer.
3. Right mouse-click and select 'Pause'.
   The printer is paused.

How to resume a printer

1. Click 'Print and Fax Services' - 'Devices' - 'Printers and Faxes'.
2. In the upper-right pane, select a printer.
3. Right mouse-click and select 'Resume'.
   The printer resumes.

Locations

Locations

Introduction

When end users print to Océ PRISMAsatellite for Office, they want to print to convenient printers most of the time, until they have a job with special requirements. Then they want this job completed quickly and on the most effective printer. Carefully planned 'locations' allow Océ PRISMAsatellite for Office not only to auto-route jobs and balance workloads, but also to print jobs at a location convenient to end users.

Planning locations

Locations should contain printers with different capabilities as well as back-up printers to handle work overflow. In order to best utilize all existing equipment, the back-up printers may be the primary printers in a different location by making copies of the printers.
Locations group a specific set of printers together for Océ PRISMAsatellite for Office to use when auto-routing jobs. These printers should be conveniently located to end users. Locations are chosen in the client's 'Location' field, and their 'Printer' must in turn be one of the printers in their locations.

Adding a Location

Introduction

Océ PRISMAsatellite for Office intelligently routes print jobs, according to their requirements, to the most appropriate, best-fit, network printers. However, people want to print to the closest printer. Organizing your printers into locations will help keep end users' jobs printing where they are most expected.
For example, all devices used in the 'Accounting' department can be included into a device location. People in the Accounting department will only have the choice of these locations.
It is recommended that you set up locations containing printers of different capabilities as well as back-up printers, to allow Océ PRISMAsatellite for Office a lot of choices for auto-routing jobs.
Locations can also be used to keep printing on one site rather than using the 'best-fit' printer that may be located on another site.

How to add a location

1. Click 'Print and Fax Services' - 'Devices' - 'Locations' .
2. In the upper-right pane, right mouse-click and select 'New' - 'Location'.
   The 'Location Configuration' dialog will appear.
3. Enter the location 'Name' and 'Description'.

Note:
You cannot use any of the following characters in the 'Name' or 'Description' field: @ " ; % : < > | ? / \ * &

4. Use the 'Add' button to add 'Devices' to the location.

Note:
For each device within a location you can specify the 'priority' (for that device within the selected location).
When 'Intelligent Routing' is enabled on your Océ PRISMAsatellite for Office server, this 'priority' setting is taken into account when the device is selected to handle the submitted job. By default, priority level '4 - Average' is used.

5. Use the 'Remove' button to remove a selected device from a location.
6. Click 'OK' to confirm the changes.

Modifying a Location

Introduction

Organizing your printers into locations will help keep end users' jobs printing where they are most expected. This procedure shows you how to modify an existing location.

How to modify a location

1. Click 'Print and Fax Services' - 'Devices' - 'Locations'.
2. In the upper-right pane, select the location you want to modify.
3. Right mouse-click and select 'Properties'.
   The 'Location Configuration' dialog will appear.
4. Modify the location settings and click 'OK'.

Synchronize locations

Introduction

You can *define a department for every user* on page 194. Then, you can create locations based on these user departments. In this manner, your locations are well-organized and intuitively to use.
Then you must add the correct printers to the locations. End users are added to locations.

Synchronize locations with the defined user departments

1. Click 'Print and Fax Services' - 'Devices' - 'Locations'.
2. Right-click 'Locations' and select 'All Tasks' - 'Synchronize'.
   The 'Location synchronization' dialog appears.
3. Field 'Locations to be added' contains user departments that are not yet added as Océ PRISMAsatellite for Office locations.
   Field 'Locations to be removed' contains Océ PRISMAsatellite for Office locations that do not exist as user department.
   Select the locations that you want to add and remove.
4. Click 'OK'.

Note:
The new locations do no have printers added to them.

5. *Add printers* on page 145 to the new locations via tab 'Locations' of each printer.

Deleting a Location

Introduction

Organizing your printers into locations will help keep end users' jobs printing where they are most expected. This procedure shows you how to delete an existing location.

How to delete a location

1. Click 'Print and Fax Services' - 'Devices' - 'Locations'.
2. In the upper-right pane, select the location you want to delete.
3. Right mouse-click and select 'Delete'.
   A dialog will appear that allows you to confirm the removal of the selected location.
4. Click 'OK' to confirm.

Passthrough printers

How to enable printing via passthrough

Question

How can the passthrough functionality be used.

Answer

Setup of the passthrough functionality requires three steps:

Setup of the passthrough functionality

Stage	Description
1. *'Add Passthrough device'* on page 166	Add a passthrough device on Océ PRISMAsatellite for Office server.
2. *'Adding a Passthrough Port'* on page 182	Setup the passthrough port. This port is actually a spool folder. The spool folder receives all print data from the passthrough device.
3. *'Create a passthrough proxy'* on page 172	The passthrough proxy is the manufacturer's printer driver. The passthrough proxy checks the passthrough spool folder (= the passthrough port) via a dedicated Océ File Port.

Passthrough Devices

Introduction

You can create a passthrough device and a matching passthrough port on the Océ PRISMAsatellite for Office server to allow clients to use the 'native' driver with a specific printer. The native driver may be required to take advantage of a printer's feature that is not supported by the Océ PRISMAsatellite for Office job ticket.
For example, some color laser printers have very specialized color management systems that can be accessed only through the native printer driver. The native printer driver prepares the job information for the specific printer. The passthrough device allows the data stream to pass transparently through the Océ PRISMAsatellite for Office server to the printer.

Enable passthrough printing

Enabling passthrough printing requires several steps, but when you use a passthrough device on Océ PRISMAsatellite for Office you have some accounting information available. It will not be as complete as jobs sent from the Océ PRISMAsatellite for Office Job ticket, but the user ID will be tracked. Page counts may not be available from all printers, but billing information can be extrapolated as necessary.
Passthrough devices are used with passthrough ports (Input channels). Because ports control routing and accounting, you need to have a separate port for each printer or location that is enabled for passthrough printing. This will provide separate routing and accounting functions for each printer or location. The passthrough port (input channel) will need a location to watch and a passthrough device to direct requests.
The link between the native printer driver and the passthrough port is possible thanks to a dedicated Windows port monitor called 'OceFilePort'. The 'OceFilePort' will allow you to forward the imaging results of the native driver to your Océ PRISMAsatellite for Office passthrough port watched folder that is responsible to direct your output to the associated passthrough device, your proxy to the real printer.

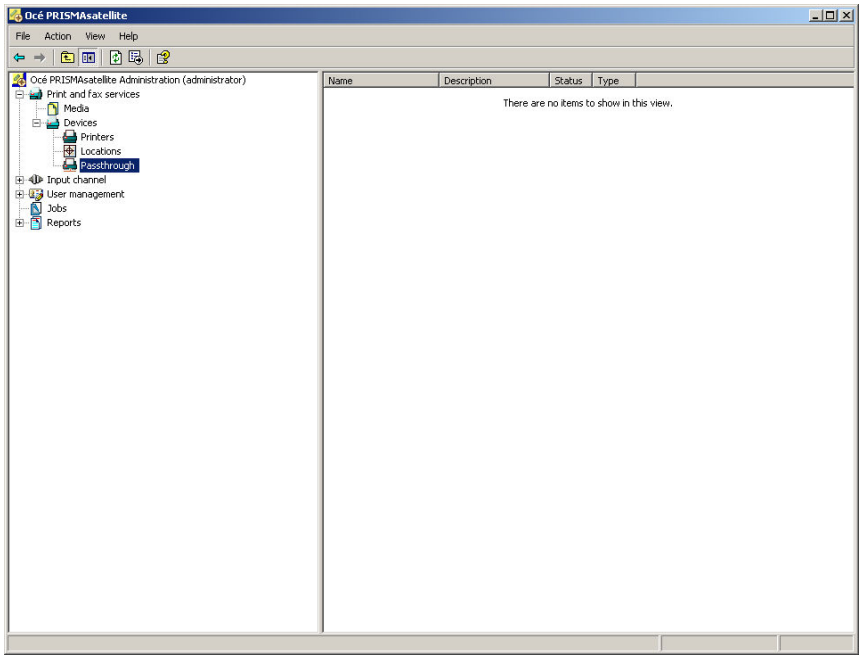
Add Passthrough device

Introduction

Create a passthrough device with a dedicated passthrough port and proxy on the Océ PRISMAsatellite for Office server. This allows users to use the manufacturer printer driver with a specific printer. The native driver may be required to take advantage of a printer's feature that is not supported by the Océ PRISMAsatellite for Office job ticket.

How to add a passthrough device

1. The Océ PRISMAsatellite for Office Administration console
2. Click 'Print and Fax Services' - 'Devices' - 'Passthrough'.

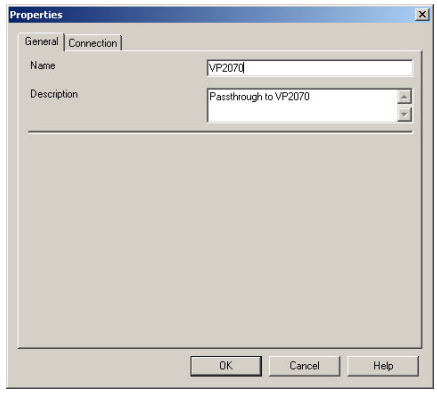


[50] Administration console

3. In the upper-right pane, right click and select 'New' - 'Passthrough Device...'. The 'Passthrough Configuration' dialog will appear.

How to configure a passthrough device

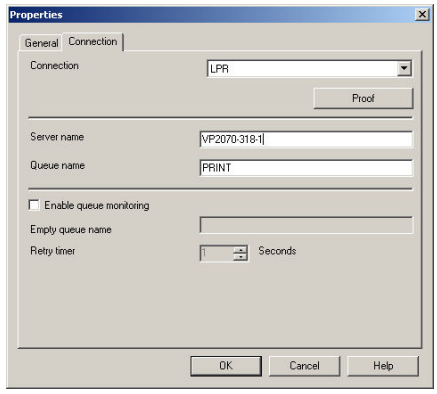
1. Enter a 'Name' and 'Description' for the passthrough device in the 'General' tab.



[51] General tab

Note:
Characters: @ " ; % : < > | ? / \ * & can not be used in the 'Name' or 'Description' field.

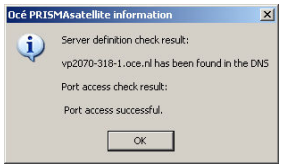
2. Click the 'Connection' tab.



[52] Connection tab

3. Select 'LPR' for 'Connection' type.
4. Fill in the 'Server name'. Ask the administrator for the correct name.
5. Fill in the 'Queue name'. Ask the administrator for the correct queue.

6. Click the 'Proof' button to start the connection test.



[53] Proof result

7. Optional: 'Enable queue monitoring'.
   Enter a string in field 'Empty queue name' and define 'Retry timer'.
   With this option enabled:
   Océ PRISMAsatellite for Office writes the 'Empty queue name' string into the print queue. It checks the print queue every 'Retry timer''Seconds'. As jobs are added to the queue, the string is pushed to the bottom. If there are no jobs, the string is at the top. When Océ PRISMAsatellite for Office checks the queue, the string is found. This indicates that the queue is empty.
8. Click 'OK' to confirm the changes.
9. Continue with *'Adding a Passthrough Port'* on page 182.

Pausing a Passthrough Device

Introduction

If you have added and configured a passthrough device, you can pause and resume the device. This procedure shows you how to pause a passthrough device.

How to pause a passthrough device

1. Click 'Print and Fax Services' - 'Devices' - 'Passthrough'.
2. In the upper-right pane, select the passthrough device.
3. Right mouse-click and select 'Pause'.

Resuming a Passthrough Device

Introduction

If you have added and configured a passthrough device, you can pause and resume the device. This procedure shows you how to resume a paused passthrough device.

How to resume a passthrough device

1. Click 'Print and Fax Services' - 'Devices' - 'Passthrough'.
2. In the upper-right pane, select the passthrough device.
3. Right mouse-click and select 'Resume'.

Deleting a Passthrough Device

Introduction

If you no longer need a passthrough device to display in the system tree, or if the device has been physically removed from the network, you should delete it from Océ PRISMAsatellite for Office.

Before you begin

Before you can delete a passthrough device, you have to pause it.

How to delete a passthrough device

1. Click 'Print and Fax Services' - 'Devices' - 'Passthrough'.
2. In the upper-right pane, select a passthrough device.
3. Right mouse-click and select 'Delete'.
   A dialog will appear that allows you to confirm the removal of the selected passthrough device.
4. Click 'OK' to confirm.

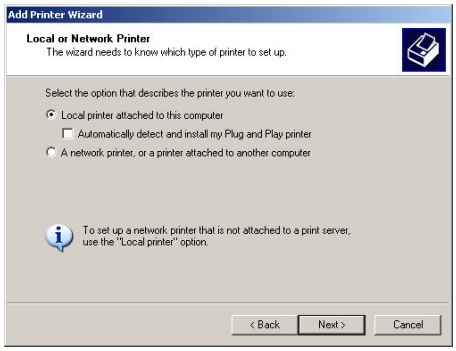
Create a passthrough proxy

Introduction

A passthrough device uses a passthrough port and a passthrough proxy. The passthrough proxy is the manufacturer printer driver for the specific printer. The proxy checks the passthrough spool folder (= the passthrough port) via a dedicated Océ File Port.

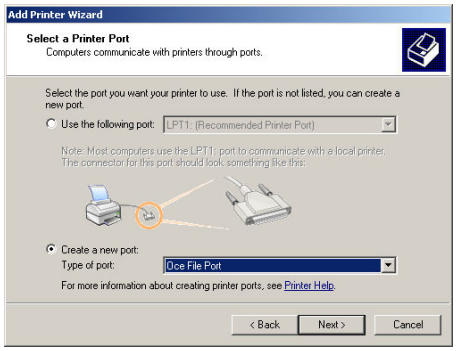
Create a passthrough proxy

1. Do the next steps on the Océ PRISMAsatellite for Office server.
2. Start the Windows Printer Wizard via 'Start -> Printers and Faxes'.
   Click ''Next''.
   The 'Local or Network Printer' dialog appears.


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

[54] Local or Network Printer

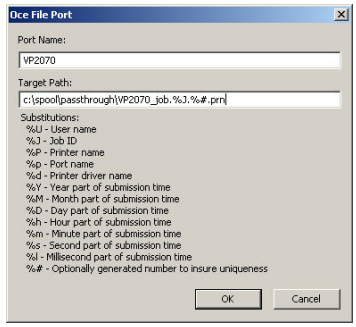
3. Select 'Local printer attached to this computer' and click 'Next'.
   The 'Select a Printer Port' dialog appears.


Add Printer Wizard
Select a Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port:
Type of port:
Oce File Port
For more information about creating printer ports, see Printer Help.
< Back
Next >
Cancel

[55] Select a printer port

4. Select 'Create a new port'.
   Click drop-down list 'Type of port'.
   Select 'Oce File Port' and click 'Next'.

The 'Oce File Port' dialog appears.

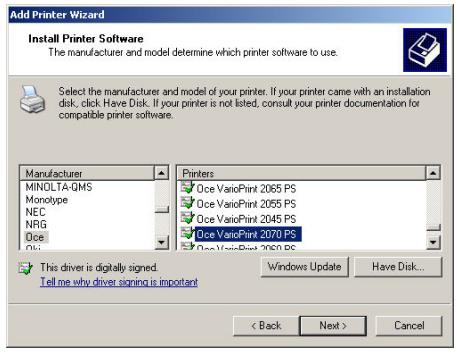

Oce File Port
Port Name:
VP2070
Target Path:
c:\spool\passthrough\VP2070_job.%J.%#.prn
Substitutions:
%U - User name
%J - Job ID
%P - Printer name
%p - Port name
%d - Printer driver name
%Y - Year part of submission time
%M - Month part of submission time
%D - Day part of submission time
%h - Hour part of submission time
%m - Minute part of submission time
%s - Second part of submission time
%l - Millisecond part of submission time
%# - Optionally generated number to insure uniqueness
OK
Cancel

[56] Oce File Port

5. Edit in 'Port Name' the EXACT passthrough printer name as defined in *'Add Passthrough device'* on page 166.
6. Edit in 'Target Path' the EXACT path as defined in *'Adding a Passthrough Port'* on page 182.
   Behind the passthrough path to the spool folder edit additional information for passthrough print jobs.
   For example: VP2070_job.%J.%#.prn

Note:
You can enter more substitutions to create a unique name for accounting, but mind the upper or lower case characters.

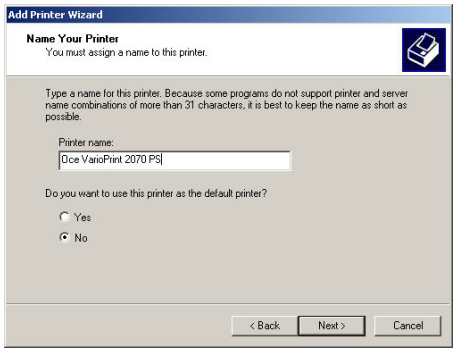
Click 'OK'. The 'Install Printer Software' dialog appears.


Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
MINOLTA-QMS
Monotype
NEC
NRG
Oce
Printers
Oce VarioPrint 2065 PS
Oce VarioPrint 2055 PS
Oce VarioPrint 2045 PS
Oce VarioPrint 2070 PS
This driver is digitally signed.
Tell me why driver signing is important
Windows Update
Have Disk...
< Back
Next >
Cancel

[57] Install the printer software

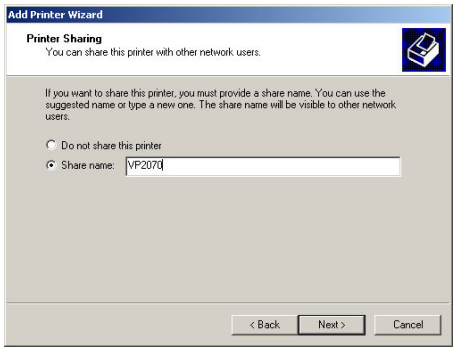
7. Select the manufacturer driver for the specific printer. You create the passthrough printer for this specific driver.

Click 'Next'. The 'Name Your Printer' dialog appears.


Add Printer Wizard
Name Your Printer
You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
Printer name:
Oce VarioPrint 2070 PS
Do you want to use this printer as the default printer?
Yes
No
< Back
Next >
Cancel

[58] Name Your Printer

8. Give a 'Printer name' to identify this specific printer driver on Océ PRISMAsatellite for Office driver.
   Do NOT use this printer as your default printer.
   Click 'Next'. The 'Printer Sharing' dialog appears.


Add Printer Wizard
Printer Sharing
You can share this printer with other network users.
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.
Do not share this printer
Share name:
VP2070
< Back
Next >
Cancel

[59] Printer Sharing

9. Share a printer. The 'Share name' is the name for this printer on the Océ PRISMAsatellite for Office server.
   Click 'Next'. The 'Location and Comment' dialog appears.
10. Optionally, you can enter a 'Location' and a 'Comment'.
    Click 'Next'. The 'Print Test Page' dialog appears.
11. Do not print a test page.
    Click 'Next'. The 'Completing the Add Printer Wizard' dialog appears.
12. Click 'Finish' to complete the installation.

Input Channels

Ports

Introduction

Océ PRISMAsatellite for Office receives incoming jobs through one or more ports. When you submit a job from a workstation, the job is transmitted to a port on the Océ PRISMAsatellite for Office server. You need at least one port to allow other workstations to submit jobs.

Installing Océ PRISMAsatellite for Office on the server automatically creates one hidden port for all Océ PRISMAsatellite for Office application drivers interacting with it. You can define multiple ports to allow multiple entry points into the system.

There are 3 types of ports:

- **Hot folders**
  Hot folders (ports) are set up to monitor specific directories / folders, looking for JDF print jobs. They are used when the input to Océ PRISMAsatellite for Office is file-based.
- **Passthrough ports**
  Passthrough ports are typically used in MS Windows networking environments. Passthrough ports allow native printer drivers and Unix LPR queues to transmit print jobs to the Océ PRISMAsatellite for Office server.
- **Office scanning**
  Office scanning (ports) are designed to import files from Océ engines that allow you to scan documents to a file.

Types of ports

The following topics will describe how to use the types of ports.

Hot folders

Hot Folders

Introduction

Hot folders (ports) are set up to monitor specific directories / folders, looking for Océ PRISMAsatellite for Office compatible JDF files. They are used when the input to Océ PRISMAsatellite for Office is file-based.

Note:
In case of errors with Hot folders, please consult the 'Event viewer'.

How to use Hot folders

Hot folders receive two kind of documents for each request with special naming conventions:
A JDF ticket of type Product node
It should comply with the 'Océ Product Node Intent specification'. The JDF ticket must have the same name as the document data, suffixed by ".jdf".
The document data

Note:
You are advised to drop the document first and then the JDF ticket.

Within a certain time (20 sec.), the combination of files should be available in the Hot folder. If not, the file is removed from the Hot folder. Each Hot folder can handle one JDF request (ticket and document) at the same time.

Note:
When files are removed from a Hot folder, this is logged in the 'Event log'.

Adding a Hot Folder

Introduction

Hot folders (ports) are set up to monitor specific directories / folders, looking for JDF print jobs. They are used when the input to Océ PRISMAsatellite for Office is file-based.

How to add a Hot folder

1. Click 'Input Channels' - 'Hot Folders'.
2. In the upper-right pane, right click and select 'New' - 'Hot Folders'.
   The 'Browse for folder' dialog will appear.
3. Select a folder and click 'OK'.

Note:
Use the 'Create new folder' button if the folder does not yet exist.
The Hot folder name should not contain one of the following characters: " : < > | ? / \ * &

The folder will be added to the folder list in the upper-right pane.

Note:
Make sure that the permissions of the Hot folder allow clients to drop files into the folder.

Enabling a Hot Folder

Introduction

Hot folders (ports) are set up to monitor specific directories / folders, looking for JDF print jobs. They are used when the input to Océ PRISMAsatellite for Office is file-based. You can enable a specific Hot folder or enable all Hot folders.

How to enable a Hot folder

1. Click 'Input Channels' - 'Hot Folders'.
2. Select the Hot folder in the upper-right pane.
3. Right mouse-click and select 'Enable'.
   The selected Hot folder will be enabled.

How to enable all Hot folders

1. Click 'Input Channels' - 'Hot Folders'.
2. Right mouse-click and select 'Enable'.
   All Hot folders in the upper-right pane will be enabled.

Disabling a Hot Folder

Introduction

Hot folders (ports) are set up to monitor specific directories / folders, looking for JDF print jobs. They are used when the input to Océ PRISMAsatellite for Office is file-based. You can (temporarily) disable a specific Hot folder or disable all Hot folders.

How to disable a Hot folder

1. Click 'Input Channels' - 'Hot Folders'.
2. Select the Hot folder in the upper-right pane.
3. Right mouse-click and select 'Disable'.
   The selected Hot folder will be disabled.

How to disable all Hot folders

1. Click 'Input Channels' - 'Hot Folders'.
2. Right mouse-click and select 'Disable'.
   All Hot folders in the upper-right pane will be disabled.

Deleting a Hot Folder

Introduction

Hot folders (ports) are set up to monitor specific directories / folders, looking for JDF print jobs. They are used when the input to Océ PRISMAsatellite for Office is file-based. This procedure shows how to remove a Hot folder.

Note:
You can also (temporarily) disable a Hot folder.

How to delete a Hot folder

1. Click 'Input Channels' - 'Hot Folders'.
2. Select the Hot folder in the upper-right pane.
3. Right mouse-click and select 'Delete'.
   The selected Hot folder will be deleted.

Passthrough ports

Passthrough Ports

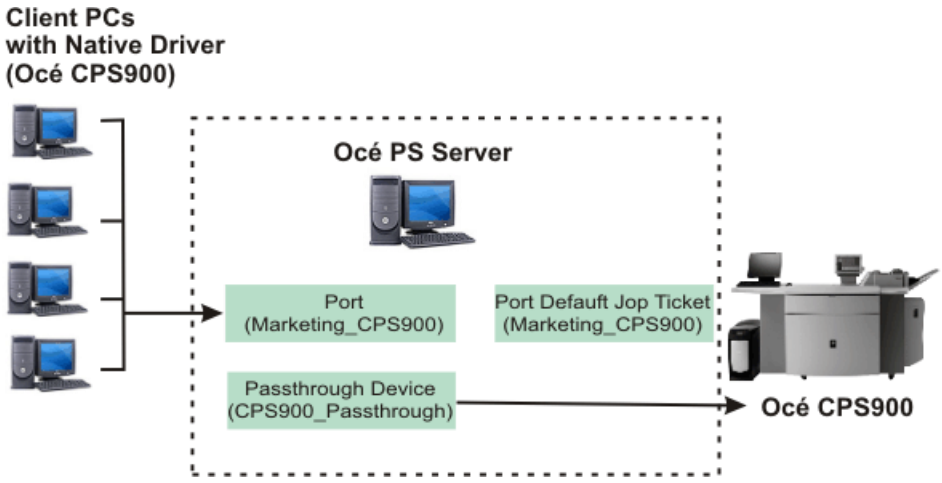
Introduction

You create passthrough ports to use them for passthrough devices. This allows you to support the manufacturer's printer drivers.

Note:
In case of errors with passthrough ports, please consult the 'Event viewer'.

How to use passthrough ports

Passthrough ports are typically used to monitor certain network directories / folders for the presence of printer description language (PDL) files. These files are print jobs that were created automatically when a user prints using the manufacturer's printer driver. This printer driver was defined on top of the 'OceFilePort' Windows port monitor.



Note:
The associated ticket may not be defined by the Océ PRISMAsatellite for Office Administrator. It is a default JDF file that will force output via the 'Passthrough device'. However, a user account can be specified when creating a 'Passthrough port'. This account will then be used for billing information for the job.

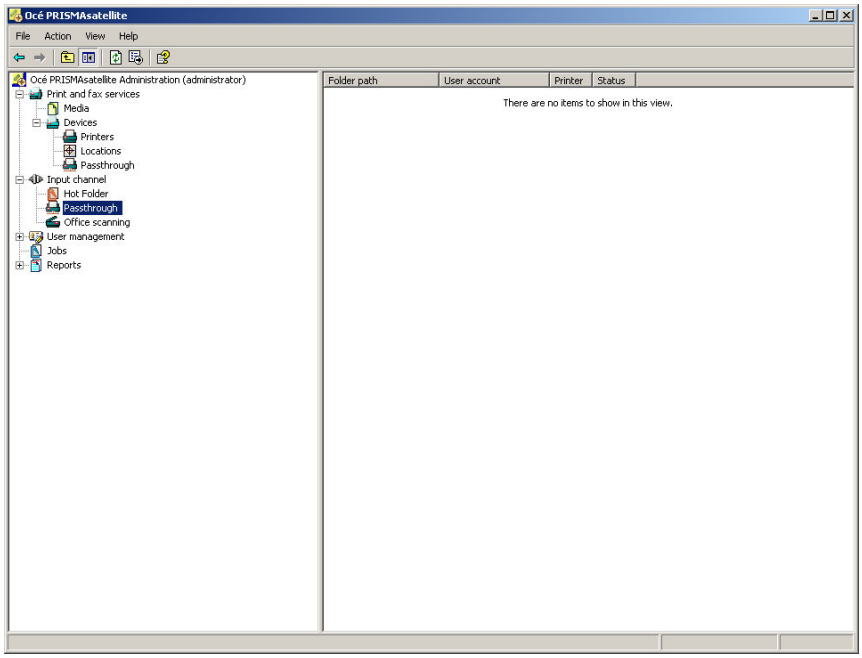
Adding a Passthrough Port

Introduction

A passthrough device uses a passthrough port and a passthrough proxy. The passthrough port is in essence a folder where all the passthrough jobs are spooled in.

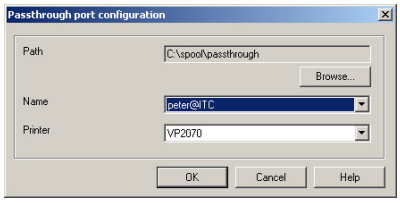
How to add a passthrough port

1. The Océ PRISMAsatellite for Office Administration console
2. Click 'Input Channels' - 'Passthrough'.



[61] Add a passthrough port

3. Right-click 'Passthrough'.
   Select 'Domain' - 'Passthrough Port...'
   The 'Passthrough Port Configuration' dialog box appears.



[62] Passthrough port configuration

4. Use the 'Browse' button to select the passthrough folder.
   For example: c:\spool\passthrough
5. Click the drop down box 'Name' to select a 'User Account'.

Note:
This 'User Account' is used for accounting and job tracking purposes.

6. Click the drop-down box 'Printer' to select the passthrough printer for this passthrough port.

Note:
Add a passthrough printer, see *'Add Passthrough device'* on page 166.

7. Click 'OK' to confirm the changes.
8. Continue with *'Create a passthrough proxy'* on page 172.

Enabling a Passthrough Port

Introduction

Passthrough ports are used by passthrough devices. This allows you to support the 'native' printer drivers.
You can enable a specific passthrough port or enable all passthrough ports.

How to enable a passthrough port

1. Click 'Input Channels' - 'Passthrough'
2. Select the passthrough port in the upper-right pane.
3. Right mouse-click and select 'Enable'.
   The selected passthrough port will be enabled.

How to enable all passthrough ports

1. Click 'Input Channels' - 'Passthrough'
2. Right mouse-click and select 'Enable'.
   All passthrough ports in the upper-right pane will be enabled.

Disabling a Passthrough Port

Introduction

Passthrough ports are used by passthrough devices. This allows you to support the manufacturer printer drivers.
You can (temporarily) disable a specific passthrough port or disable all passthrough ports.

How to disable a passthrough port

1. Click 'Input Channels' - 'Passthrough'
2. Select the passthrough port in the upper-right pane.
3. Right mouse-click and select 'Disable'.
   The selected passthrough port will be disabled.

How to disable all passthrough ports

1. Click 'Input Channels' - 'Passthrough'
2. Right mouse-click and select 'Disable'.
   All passthrough ports in the upper-right pane will be disabled.

Deleting a Passthrough Port

Introduction

Passthrough ports are used by passthrough devices. This allows you to support the manufacturer's printer drivers.
This procedure shows how to delete a passthrough port.

Note:
You can also (temporarily) disable a passthrough port.

How to delete a passthrough port

1. Click 'Input Channels' - 'Passthrough'.
2. Select the passthrough port in the upper-right pane.
3. Right mouse-click and select 'Delete'.
   The selected passthrough port will be deleted.

Office scanning

Office Scanning

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. Create and configure an 'Office scanning' port to receive these files.

Scanned files that are submitted with an invalid 'Scan code' are not accepted. These scanned files will be moved within the Scanning folder to the 'Psat_Scan_Error_<error scanid> sub folder. This is also logged in the Event log.

Note:
The Océ PRISMAsatellite for Office Administrator can afterwards add a new user with the specific 'Scan code'. When the failed scanned files are manually moved to the Scanning folder, the normal Office scanning procedure will be performed.

How to configure Office scanning

Configure Office scanning

Step	Description
1	Make sure that the Océ printer has scanning capability.
2	Upload an Océ PRISMAsatellite for Office 'Scan profile' file to the Océ printer
3	Identify the folder on the server that the Océ printer is using to store scanned files.
4	Configure an FTP server on your network to accept scanned images from your Océ printer and place them into a directory that the Océ PRISMAsatellite for Office server can access.
5	Add and configure a new Office scanning port on the Océ PRISMAsatellite for Office server to accept scanned files from the FTP server.

Note:
In case of errors with Office scanning, please consult the Windows 2003 'Event viewer'.

Adding an Office Scan Folder

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. This procedure shows you how to add and configure an Office scan folder.

How to add an Office scan folder

1. Click 'Input Channels' - 'Office Scanning'.
2. In the upper-right pane, right click and select 'New' - 'Scan Folder...'.
   The 'Browse for folder' dialog will appear.
3. Select a folder and click 'OK'.

Note:
Use the 'Create new folder' button if the folder does not yet exist.

The folder will be added to the folder list in the upper-right pane.

Note:
Make sure that the permissions of the Hot folder allow clients to drop files into the folder.

Enable an Office scan folder

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. This procedure shows you how to enable an specific Office scan folder or how to enable all Office scan folders.

How to enable an Office scan folder

1. Click 'Input Channels' - 'Office Scanning'.
2. Select the Office scan folder in the upper-right pane.
3. Right mouse-click and select 'Enable'.
   The selected Office scan port will be enabled.

How to enable all Office scan folders

1. Click 'Input Channels' - 'Office Scanning'.
2. Right mouse-click and select 'Enable'.
   All Office scanning ports in the upper-right pane will be enabled.

Disable an Office scan folder

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. This procedure shows you how to disable an specific Office scan folder or how to disable all Office scan folders.

How to disable an Office scan folder

1. Click 'Input Channels' - 'Office Scanning'.
2. Select the Office scan folder in the upper-right pane.
3. Right mouse-click and select 'Disable'.
   The selected Office scan port will be disabled.

How to disable all Office scan folders

1. Click 'Input Channels' - 'Office Scanning'.
2. Right mouse-click and select 'Disable'.
   All Office scanning ports in the upper-right pane will be disabled.

Delete an Office scan folder

Introduction

Océ PRISMAsatellite for Office will accept files scanned on Océ network printers/copiers. This procedure shows how to delete an Office scan port.

Note:
You can also disable or enable an Office scan folder.

How to delete an Office scan folder

1. Click 'Input Channels' - 'Office Scanning'.
2. Select the Office scan folder in the upper-right pane.
3. Right-click and select 'Delete'.
   The selected Office scan port will be deleted.

User Management

Exporting the User Configuration

Introduction

The 'Export configuration' option allows you to export the 'Users' configuration into an XML-format file.

How to export the user configuration

1. Click 'User Management'.
2. Right click 'Users'.
3. Click 'All tasks' - 'Export configuration...'.
   A dialog will appear that allows you to select a location in which to store the XML file.
4. Select a folder and click 'Open'.
   The specified 'Users' configuration will be exported to a file.

Users

Users

Introduction

The 'User accounts' section allows you to specify which users can use the Océ PRISMAsatellite for Office driver to send jobs to the Océ PRISMAsatellite for Office server.

'User accounts' allow you to:

- Track jobs send by users and send feedback to the user about the (status of the) job.
- Store and generate accounting information about specific users.
- Print the user information on banner pages.
- Configure access permissions on resources.

User accounts

The User account authenticates the end-user to the Océ PRISMAsatellite for Office server for submission and tracking purposes. The User account is also used to complete 'job settings information', for accounting records and banner page contents.
The User account is used to determine the access to the 'Personal Document Space', user intent templates and modifications of the user preferences.
The Administrator's User account allows system configuration.

User accounts can used to restrict the offered type of services (Print, Fax, PDF conversion), but you are advised to use 'Groups' for this.
User accounts can also used to restrict specific devices and features. For instance, a user account may restrict users from using certain high-quality color printers.

The following types of users can be defined:
1- Imported MS Windows groups / users (local).
2- Océ PRISMAsatellite for Office / local users (mandatory Océ PRISMAsatellite for Office driver users).
3- Domain users (advised).

Add an Océ PRISMAsatellite for Office user

Introduction

You create 'User accounts' for each user that sends jobs through Océ PRISMAsatellite for Office.

The following types of users can be defined:
1- Imported MS Windows groups / users (local).
2- Océ PRISMAsatellite for Office / local users (mandatory for Océ PRISMAsatellite for Office driver users).
3- Domain users (advised).

The procedure shows you how to add an Océ PRISMAsatellite for Office user.

Note:
Océ PRISMAsatellite for Office users will have to log on to the Océ PRISMAsatellite for Office client. When a user enters an incorrect password 5 times, the account will be locked.

How to add an Océ PRISMAsatellite for Office user

1. Click 'User Management' - 'Users'.
2. In the upper-right pane, right mouse-click and select 'New' - 'PRISMAsatellite user...'. The 'User Configuration' dialog will appear.
3. Specify the user settings:

Configure user

Tab	Description
General	**User type** The 'PRISMAsatellite' user type is filled in here. **Account name** Enter the user's name. This is how the system identifies the user. **Description** Enter a description of the user (optional). **First name** Enter the user's first name here. **Last name** Enter the user's last name here. **LDAP user** The LDAP check will allow you to retrieve additional user information based on the 'Account name' from the LDAP server. The LDAP server is the local Active directory of the Windows Domain in which the PRISMAsatellite server is installed. **Scan code** Enter the 'Scan Code' here that the end-user has to use in order to receive scanned documents in the 'Personal Document Space'. With the 'Scan Code' the user can also use public user boxes on KMBT printers. Apart from numbers you can also use characters for the 'Scan code'. There is no difference between upper-case and lower-case when you use characters. *Note:* Please note that the 'LDAP User' option will overrule the existing user information if the user information is available on the LDAP server. This allows you to update your Océ PRISMAsatellite for Office users after changes on the LDAP server. *Note:* You cannot use any of the following characters in the 'Account name' or 'Description' fields: @ " ; : < > | ? / \ * [ ] = + ,

Tab	Description
Member of	**Add** Use the 'Add' button to add the user to a specific user group. **Remove** Use the 'Remove' button to remove the user from a specific user group.
Security	For security reasons, an Océ PRISMAsatellite for Office user needs a password to log on. **Old password** Enter the current password here. **New password** Enter the new password here. **New password (confirm)** Confirm the new password here. *Note:* Please make sure that the new password meets the following requirements: - At least one capital - At least one number - At least 8 characters
Details	Use this tab to specify user details like telephone and Email. Define the Department field for every user. You can use this option to *'Synchronize locations'* on page 162 with the user departments.

Importing Windows Users

Introduction

You create 'User accounts' for each user that sends jobs through Océ PRISMAsatellite for Office.

The following types of users can be defined:
1- Imported MS Windows groups / users (local).
2- Océ PRISMAsatellite for Office / local users (mandatory for Océ PRISMAsatellite for Office driver users).
3- Domain users (advised).

The procedure shows you how to import MS Windows users.

Note:
Océ PRISMAsatellite for Office users don't have to log on to the Océ PRISMAsatellite for Office client manually. The Windows logon is used.

How to import Windows users

1. Click 'User Management' - 'Users'.
2. In the upper-right pane, right mouse-click and select 'Import Windows users'.
   The 'Import Windows' dialog will appear.
3. Select the 'Domain' from the drop-down list.
4. The 'Check names' button allows you to check the end-user accounts within the 'Windows users' field.
5. Click 'Browse...' open the 'Windows users' dialog.
6. Select the users you want to import and click 'Add'.
   The windows users will be added to the 'Windows users import' dialog.
7. Click 'OK' to save the changes.

Editing a User

Introduction

This procedure shows you how to modify a user.

Note:
You cannot change the account name once the user has been added, but you can change the password afterwards.

How to modify a user

1. Click 'User Management' - 'Users'.
2. In the upper-right pane, select a user.
3. Right mouse-click and select 'Properties'.
   The 'User Configuration' dialog will appear.
4. Edit the user settings and click 'OK'.

Deleting a User

Introduction

This procedure shows you how to delete a user.

How to delete a user

1. Click 'User Management' - 'Users'.
2. In the upper-right pane, select the user you want to remove.
3. Right click and select 'Delete'.
   A dialog will appear that allows you to confirm to delete the selected user.
4. Click 'OK' to confirm.

Note:
The user is also removed from all groups where the user was added as a member.

Unlocking a User

Introduction

When a user enters an incorrect password 5 times, the account will be locked. This procedure shows you how unlock this user.

Note:
Please note that the 'Unlock' option is only available when the user has the 'locked' status.

How to unlock a user

1. Click 'User Management' - 'Users'.
2. In the upper-right pane, select the locked user.
   The lock is indicated by a dimmed icon.
3. Right mouse-click and select 'Unlock'.
   The selected user will now be able to log on again, using the correct password.

Groups

Groups

Introduction

Océ PRISMAsatellite for Office allows you organize the user accounts in groups. You can configure services, for example Print, Fax or PDF, to groups. This allows you to offer these services for a big number of users at the same time.

Note:
By default, Océ PRISMAsatellite for Office will contain a group called ‘Users’ and 'System administrators'.

User groups

Similar to the user management, groups can be either Océ PRISMAsatellite for Office-defined groups or imported Windows groups.

Adding a PRISMAsatellite Group

Introduction

Océ PRISMAsatellite for Office allows you organize the user accounts in groups. This procedure shows you how to add an Océ PRISMAsatellite for Office group

How to add a PRISMAsatellite group

1. Click 'User Management' - 'Groups'.
2. In the upper-right pane, right click and select 'New' - 'User Group...'.
   The 'Group Configuration' dialog will appear.
3. Specify the group settings:

Configure group

Tab	Description
General	**Group type** The 'PRISMAsatellite' group type will be filled in here. **Name** Enter the group name here. **Description** Enter a description of the group. This field is optional. *Note:* You cannot use any of the following characters in the 'Name' or "Description' fields: @ " ; : < > | ? / \ * [ ] = + ,
	LDAP users Use checkbox 'LDAP Users' to specify if the group members are defined as LDAP users. The LDAP check will allow you to retrieve additional user information based on the 'Account name' from the LDAP server. The LDAP server is the local Active directory of the Windows Domain in which the PRISMAsatellite server is installed. **Apply to all members** Option 'LDAP Users' is applied to all group members. **Apply to future members** Option 'LDAP Users' is applied to all group members. Present group members are not adapted by option 'LDAP Users'. *Note:* Option 'LDAP Users' is applied on each group member, regardless if any group member also belongs to another group.

Tab	Description
	Print allowed Select this option if you want to allow the users within the group to use the 'Print' service when they use the Océ PRISMAsatellite for Office client. **Fax allowed** Select this option if you want to allow the users within the group to use the 'Fax' service when they use the Océ PRISMAsatellite for Office client. **Conversion allowed** Select this option if you want to allow the users within the group to use the 'Convert' service when they use the Océ PRISMAsatellite for Office client.
Members	**Add** Use the 'Add' button to add users to the group. **Remove** Use the 'Remove' button to remove users from the group.

Importing Windows Groups

Introduction

You can import Windows groups, available within a domain. All users that are within the imported Windows groups will be added to the Océ PRISMAsatellite for Office configuration.

How to import Windows groups

1. Click 'User Management' - 'Groups'.
2. In the upper-right pane, right mouse-click and select 'Adding Windows Group'.
   The 'Windows Groups Import' dialog will appear.
3. Select the 'Domain' from the drop-down list.
4. The 'Checking Names' button allows you to check the groups within the 'Windows Groups' field.
5. Click 'Browse...' to start the 'Windows Groups' dialog.
6. Select the groups you want to import and click 'Add'.
   The groups will be added to the 'Windows Groups Import' dialog.
7. Use checkbox 'LDAP Users' to specify if the group members are defined as LDAP users.
   The LDAP check will allow you to retrieve additional user information based on the 'Account name' from the LDAP server.
   The LDAP server is the local Active directory of the Windows Domain in which the PRISMAsatellite server is installed.
8. Select 'Apply to future members' to apply option 'LDAP Users' to all group members.
9. Select 'Apply to future members' to apply option 'LDAP Users' to all group members.
   Present group members are not adapted by option 'LDAP Users'.
10. Use the check-boxes to specify if members of that group are allowed to use the 'Print', 'Fax' and/or 'Convert' option.
11. Click 'OK' to save the changes.

Editing a Group

Introduction

Océ PRISMAsatellite for Office allows you to organize the user accounts in groups. This procedure shows you how to edit a group.

How to edit a group

1. Click 'User Management' - 'Groups'.
2. In the upper-right pane, select a group.
3. Right mouse-click and select 'Properties'.
   The 'Group Configuration' dialog will appear.
4. Edit the user settings and click 'OK'.

Deleting a Group

Introduction

This procedure shows you how to delete a group.

How to remove a group

1. Click 'User Management' - 'Groups'.
2. In the upper-right pane, select a group.
3. Right mouse-click and select 'Delete'.
   A dialog will appear that allows you to confirm to delete the selected group.
4. Click 'OK' to confirm.

Synchronization of Windows groups members

Introduction

A synchronization mechanism will re-synchronize the imported Windows User groups on a regular basis. You can also start this synchronization mechanism manually.
Click 'Groups' - 'All Tasks' - 'Synchronize members'.

Refresh

Refresh
During a refresh (on a regular basis or manually), all imported Windows user groups are updated.
If a new Windows user was added in the Windows domain group, it will be created (if required). If a Windows user was deleted from the Windows group, it will be deleted only if it does not belong to any other user groups defined in Océ PRISMAsatellite for Office.

If the Windows domain group no longer exists, the corresponding imported group will be removed. The included users will also be removed, if they do not belong to any other user group defined in Océ PRISMAsatellite for Office.

For users (either Océ PRISMAsatellite for Office or Windows users) that have the 'LDAP User' option selected, the properties will also be synchronized with the information on the LDAP server.

Jobs

Jobs

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section.

The 'Jobs' section shows the following jobs:
- Submitted but not yet processed.
- Currently processed or waiting to be processed.
- Processed or canceled.

Normally there is no need to edit jobs. In case of troubleshooting or solving specific problems it could be useful to edit a job.

The following job states can occur:
- **Preparing for processing**
  The job entered Océ PRISMAsatellite for Office but is not fully defined yet and cannot be processed. This can occur when a new job is submitted.
- **Processing**
  The job is prepared or it is converted to PDF and placed on the end-user's 'Personal document space'. The printer for which the job is prepared is indicated. In case of PDF conversion, the final document name is indicated.
- **Waiting**
  This temporarily state indicates that the job is currently waiting to be assigned to a printer or waiting for PDF conversion, scanning, and so on.
- **Waiting in Printer**
  The job is within the printer's mailbox. The printer on which the job is stored is indicated.
- **Sending to Printer**
  The job is 'spooled out' to the printer but the printing has not started yet. The printer to which the job is send is indicated.
- **Printing**
  The job is being printed. The printer on which the job is being printed is indicated.
- **Needs attention**
  The job is within the printer queue and printing can start or continue. There is, however, a minor issue with the printer (toner low, for example).
- **Error**
  The job could not be processed or printed by a device and has been removed from the device queue. The job cannot be processed unless the job ticket is modified or the problem with the device is solved.

- **Completed or canceled**
  The printer on which the job was completed or canceled is indicated.
- **Locked for editing**
  The job is suspended because it is edited by the end-user or by the Administrator.

The following table shows you the actions that are possible with respect to the job states.

Actions

Job status	Actions
Preparing for processing	Cancel
Processing	Restart, Cancel
Waiting	Restart, Edit, Cancel
Waiting in Printer	None
Sending to Printer	Restart, Cancel
Printing	None
Needs attention	Restart, Cancel
Error	Restart, Edit, Cancel
Completed	None
canceled	None
Locked for editing	Restart, Cancel

The jobs section

Jobs details

Column	Description
Job name	The job name is displayed here
Submitter	The name of the user that has submitted the job will be displayed here.
Submit time	The time and date that the user has submitted the job will be displayed here.
Status	The job status will be displayed here.

Note:
You can change the displayed columns. In the upper-right pane, right mouse-click and select 'View'- 'Add/remove columns'. You can add columns like 'Destination' and 'Tasks'.

Viewing the Job Details

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section. This procedure shows you how to view the job details (job ticket).

How to view the job details

1. Click 'Jobs' in the tree section.
2. In the upper-right pane, select the job.
3. Right mouse-click and select 'Properties'.
   The 'Job Details' dialog will appear that shows you the details of the selected job.

Editing the Job Details

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section.
This procedure shows you how to edit the job details (job ticket).

Note:
You can edit the job details for jobs that have the 'Waiting' and the 'Error' state.

How to edit the job details

1. Click 'Jobs' in the tree section.
2. In the upper-right pane, select the job.
3. Right mouse-click and click 'Edit job settings'.
   The Océ PRISMAsatellite for Office client will appear that allows you to edit the job settings.
4. Click 'Save' to confirm the changes.

Canceling a Job

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section. This procedure shows you how to cancel a job.

You can cancel a job that has one of the following states:

- Preparing for processing
- Processing
- Waiting
- Sending to Printer
- Needs attention
- Error
- Locked for editing

How to cancel a job

1. Click 'Jobs' in the tree section.
2. In the upper-right pane, select the job (that was not completed).
3. Right mouse-click and select 'Cancel'.
   The job status will be changed to 'Canceled'.

Restarting a Job

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section. This procedure shows you how to restart a job.

You can restart a job that has one of the following states:

- Processing
- Waiting
- Sending to Printer
- Needs attention
- Error
- Locked for editing

How to restart a job

1. Click 'Jobs' in the tree section.
2. In the upper-right pane, select the job (that has an error).
3. Right mouse-click and select 'Restart'.
   The job status will be changed to 'Restart'.

Delete a job

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section. This procedure shows you how to delete a job.

You can delete a job that has one of the following states:

- Processing
- Waiting
- Sending to Printer
- Needs attention
- Error
- Locked for editing

How to delete a job

1. Click 'Jobs' in the tree section.
2. Select a job in the upper-right pane.
3. Right click and select 'Delete'.
   The job is deleted. The job disappears from the list of jobs.

Showing / Hiding Completed Jobs

Introduction

When jobs are submitted to the system, they will appear in the 'Jobs' section. This sections shows those jobs that are 'currently being processed' or that are 'waiting to be processed'.

The 'Jobs' section shows the following jobs:

- Submitted but not yet processed.
- Currently processed or waiting to be processed.
- Processed or canceled.

When you do or don't want to see completed jobs, use this procedure to show or hide completed (and cancelled) jobs.

How to show / hide completed jobs

1. Click 'Jobs' in the tree section.
2. Right mouse-click and select 'Show Completed Jobs' to show completed jobs.
3. Right mouse-click and select 'Hide Completed Jobs' to hide completed jobs.

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